

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
OCTOBER 19, 2022 beginning at 6:30 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 864 2840 9480

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/86428409480>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – September 28, 2022 (A)

CC-1b. Minutes of the Regular Meeting – September 28, 2022 (A)

Recommendation:

Approve the minutes of the September 28, 2022, Special and Regular Meetings.

CC-2. Revenue Analysis Report for September 2022 (I)

CC-3. Assessor/Collector's Roll Adjustment for September 2022 (I)

- CC-4. Treasurer’s Report for September 2022 (I)
- CC-5. Treasurer’s Report of Fund Balances for September 2022 (I)
- CC-6. Operating Budget Analysis for September 2022 (I)
- CC-7. Capital Projects Summary for September 2022 (I)
- CC-8. Warrants for September 2022 (I)
- CC-9. Purchase Card Distributions for September 2022 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2022 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

- CC-18. Discussion and Possible Action to Designate the District’s Voting Representative for the November 30 General Session Membership Meeting at the 2022 ACWA Fall Conference (A)

Recommendations:

1. Designate Director Wheaton as the District’s voting delegate, and General Manager Hilary Straus as the alternate delegate for the ACWA General Session Membership meeting.
2. Authorize the General Manager or designee to complete and submit the Proxy Designation Form to ACWA.

- CC-19. Approval of Errata for the 2020 Urban Water Management Plan and Water Conservation Program (A)

Recommendation:

Approve the errata to CHWD’s Water Shortage Contingency Plan (WSCP) contained in the 2020 Urban Water Management Plan (UWMP), and the same errata in the CHWD’s Water Conservation Program.

PRESENTATIONS:

- P-1. Electronic Document Records Management System (EDRMS) Project Update (I/D)

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. 2023 Miscellaneous Fees and Charges and Capacity Fees (A)

Recommendation:

Provide direction to staff concerning the draft Miscellaneous Fees, Charges and Capacity Fees for 2023.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Sheehan/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Park-Kim).
- D-8. RWA Legislative and Regulatory Affairs Update (Park-Kim).
- D-9. Customer Advisory Committee (Riehle/Park-Kim).
- D-10. Other Reports.

CLOSED SESSION:

None.


FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

| | | |
|-------------------|---------|-----------------|
| November 16, 2022 | 6:30 PM | Regular Meeting |
| December 12, 2022 | 6:00 PM | Special Meeting |
| December 21, 2022 | 6:30 PM | Regular Meeting |

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the Regular meeting in accordance with Government Code Section 54954.2.



Brittney Moore, Chief Board Clerk

Dated: October 13, 2022

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
September 28, 2022

The Special Meeting of the Board of Directors was called to order at 6:02 p.m. by President Sheehan and role was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
David C. Wheaton, Director

Staff:

Steve Anderson, General Counsel
Brian Hensley, Water Resources Supervisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Alberto Preciado, Interim Director of Finance and Administrative Services
Rebecca Scott, Director of Operations
Hilary Straus, General Manager

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to closed session at 6:03 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 257-0040-024-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri,
Hilary Straus, Steve Anderson, Brittney Moore, Lea Park-Kim, Alberto Preciado
Negotiating Parties: San Juan Unified School District
Under Negotiation: Price and Terms of Payment

There was no reportable action.

President Sheehan adjourned the meeting back to the open session at 7:00 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:01 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
September 28, 2022

The Regular Meeting of the Board of Directors was called to order at 7:05 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
David C. Wheaton, Director

Staff:

Steve Anderson, General Counsel
Tim Katkanov, Engineering/GIS Technician
Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Lea Park-Kim, Communications & Public Engagement Manager
Alberto Preciado, Interim Director of Finance and Administrative Services
Missy Pieri, Director of Engineering
Rebecca Scott, Director of Operations
Hilary Straus, General Manager

Steve Winchester, Harris & Associates

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Regular Meeting – August 17, 2022 (A)
- CC-1b. Minutes of the Special Meeting – September 6, 2022 (A)
- CC-1c. Minutes of the Special Meeting – September 19, 2022 (A)

Recommendation:

Approve the minutes of the August 17, 2022 Regular Meeting, minutes of the September 6, 2022 Special Meeting, and the minutes of the September 19, 2022 Special Meeting.

- CC-2. Revenue Analysis Report for August 2022 (I)
- CC-3. Assessor/Collector's Roll Adjustment for August 2022 (I)
- CC-4. Treasurer's Report for August 2022 (I)
- CC-5. Treasurer's Report of Fund Balances for August 2022 (I)
- CC-6. Operating Budget Analysis for August 2022 (I)
- CC-7. Capital Projects Summary for August 2022 (I)
- CC-8. Warrants for August (I)

- CC-9. Purchase Card Distributions for August (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2022 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

- CC-18. Discussion and Possible Action to Approve Agreement with TAK Communications Ca, Inc. for the 6700 Madison Avenue at Dewey Drive Water Main Project (A)

Recommendation:

Accept the bid of TAK Communications Ca, Inc. in the amount of \$57,930.00 and establish a contingency fund in the amount of \$5,793.00 (10%), for a total amount of \$63,723.00. Authorize the General Manager to execute an agreement with TAK Communications Ca, Inc.

ACTION:

Vice President Riehle moved and Director Wheaton seconded a motion to approve the consent calendar.

The motion carried 3-0 with all Directors voting yes.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. Advanced Water Meter Replacement Planning Study Update (A)

ACTION:

Director Wheaton moved and Vice President Riehle seconded a motion to Receive and file the Study's Technical Memos, and provided direction to Staff to return to the Board in Q2 of 2023 with an update on CHWD's meter program and the Regional Program.

The motion carried 3-0 with all Directors voting yes.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Sheehan/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Park-Kim).
- D-8. RWA Legislative and Regulatory Affairs Update (Park-Kim).
- D-9. Customer Advisory Committee (Riehle/Park-Kim).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:02 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

September 2022

REVENUE ANALYSIS

Outstanding Receivables

| Aged Trial Balance | | | | | |
|--------------------|-----------|---------|--------|--------|-------------------|
| Total | Current | 31-90 | 91-150 | >150 | Unapplied Current |
| 1,583,264 | 1,444,952 | 121,268 | 43,914 | 81,980 | 108,850 |

| General Ledger Balance | Total |
|-------------------------|---------------------|
| Outstanding A/R | 1,650,091.96 |
| Outstanding Liens | - |
| Outstanding Grants | 946 |
| A/R Other | (25,348) |
| Less Unapplied Payments | (110,728) |
| Total | \$ 1,514,962 |

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
September 30, 2022**

CC-03

| Reason For Cancellation | Charge Type | Amount |
|--------------------------------|--------------------|----------------|
| One-Time Courtesy | Late Penalty | 4.30 |
| | | <u>\$ 4.30</u> |

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
September 2022

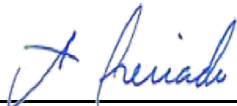
| | | |
|-------------------------------------|-----------|-------------|
| Bank of the West | | |
| Beginning Balance | | \$6,911,915 |
| RECEIPTS: | 1,919,975 | |
| DISBURSEMENTS: | | |
| Checks Issued / ACH Payments | 387,331 | |
| Payroll | 421,372 | |
| Returned Checks | 1,978 | |
| | 810,682 | 1,109,293 |
| Bank of the West | | |
| Balance per Bank 09/30/2022 | | 8,021,208 |
| Outstanding Checks | | (112,402) |
| Deposit in Transit | | 140,898 |
| Balance Per Books 09/30/2022 | | \$8,049,704 |

| | |
|------------------------------|---------------------|
| RECONCILEMENT: | |
| Bank of the West | \$8,049,704 |
| Local Agency Investment Fund | 14,569,602 |
| Money Mkt Activity Account | 546,587 |
| TOTAL BALANCE | \$23,165,893 |


| | |
|---------------------------------------|---------------------|
| CASH & INVESTMENT SUMMARY: | |
| Bank of the West (General Account) | 8,049,704 |
| Local Agency Investment Fund | 14,569,602 |
| Money Mkt Activity Account | 546,587 |
| Total | \$23,165,893 |

| INSTITUTION | MATURITY DATE | INT RATE | DEPOSIT AMOUNT | DATE OF LAST TRANSACTION |
|------------------------------|---------------|----------|----------------|--------------------------|
| Local Agency Investment Fund | Daily | 0.75% | 27,226.37 | 7/15/2022 |

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.



ALBERTO PRECIADO
 Deputy Treasurer




HILARY M. STRAUS
 Secretary

Signed: 10/13/22

TREASURER'S REPORT OF FUND BALANCES
September 30, 2022

| Fund Name | Beginning Balance 01/01/2022 | Year to Date Transfers In / Collections | Year to Date Transfers Out | Current Month Transfers In / Collections | Current Month Transfers Out | Ending Balance 09/30/2022 | 2022 Target Balance per Policy |
|--|------------------------------------|---|-------------------------------|--|--------------------------------|------------------------------|--------------------------------------|
| Operating Fund | \$ 6,844,823 | \$ 11,934,028 | \$ (11,594,195) | \$ 1,919,990 | \$ (810,697) | \$ 8,293,949 | \$ 2,334,017 |
| Operating Reserve | \$ 3,592,065 | \$ - | \$ - | \$ - | \$ - | \$ 3,592,065 | N/A |
| Rate Stabilization Fund | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000 | \$ 1,000,000 |
| Capital Improvement Reserve | \$ 2,796,860 | \$ - | \$ - | \$ - | \$ - | \$ 2,796,860 | \$ 2,681,248 |
| Restricted for Debt Service | \$ 536,963 | \$ - | \$ - | \$ - | \$ - | \$ 536,963 | N/A |
| Water Supply Reserve | \$ 2,623,173 | \$ - | \$ - | \$ - | \$ - | \$ 2,623,173 | N/A |
| Water Efficiency Reserve | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ 200,000 |
| Water Meter Replacement Reserve | \$ 1,725,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,725,000 | N/A |
| Fleet Equipment Reserve | \$ 334,253 | \$ - | \$ - | \$ - | \$ - | \$ 334,253 | \$ 318,559 |
| Employment-Related Benefits Reserve | \$ 986,962 | \$ - | \$ - | \$ - | \$ - | \$ 986,962 | \$ 986,962 |
| | <u>\$ 20,640,099</u> | <u>11,934,028</u> | <u>\$ (11,594,195)</u> | <u>\$ 1,919,990</u> | <u>\$ (810,697)</u> | <u>\$ 22,089,225</u> | <u>\$ 7,520,786</u> |



ALBERTO PRECIADO, Deputy Treasurer

TREASURER'S REPORT OF FUND BALANCES
September 30, 2022

Fund Transfers Summary:

| | | |
|---------------------------------|---------------------|---|
| The Operating Fund Transferred: | \$ 1,919,990 | from funds collected in September 2022 per Treasurer's Report |
| | <u>\$ (810,697)</u> | disbursements made in September 2022 per Treasurer's Report |
| | \$ 1,109,293 | |

Citrus Heights Water District
Budget Performance Report
As of 9/30/2022

| | September Actual | Year-to-Date Actual | Year-to-Date Budget | YTD Variance | | Annual Budget |
|--|---------------------|------------------------|------------------------|----------------|----------|------------------|
| | | | | Amount | Percent | |
| Revenues | | | | | | |
| Metered Service Charges | \$914,084.75 | \$8,718,774.91 | \$8,305,944.75 | \$412,830.16 | 4.97% | \$11,074,591.00 |
| Metered Water Deliveries | 724,275.43 | 4,186,764.62 | 4,331,085.00 | (144,320.38) | -3.33% | 5,799,716.00 |
| Water Main Replacement Revenue | 106,805.85 | 870,478.64 | 1,030,574.25 | (\$160,095.61) | -15.53% | 1,374,099.00 |
| Non-Metered Service Charges | | 8,850.94 | 105,003.00 | (96,152.06) | -91.57% | 140,000.00 |
| Penalties | 21,777.70 | 25,004.94 | 112,016.00 | (87,011.06) | -77.68% | 150,000.00 |
| Interest | 2,887.50 | 67,128.77 | 34,497.00 | 32,631.77 | 94.59% | 45,991.00 |
| Backflow Fees | 5,435.72 | 52,174.14 | 87,003.00 | (34,828.86) | -40.03% | 116,000.00 |
| Water Service Install & S&R | | 75,863.57 | 430,425.00 | (354,561.43) | -82.37% | 573,900.00 |
| Grant Funds | | 106,027.81 | | 106,027.81 | 0.00% | |
| Miscellaneous * | 80.47 | 26,740.41 | 110,250.00 | (83,509.59) | -75.75% | 147,000.00 |
| Cost Reimbursements | | 80,407.72 | | 80,407.72 | 0.00% | |
| Income - Wheeling Water | | 64,559.09 | 2,025.00 | 62,534.09 | 3088.10% | 2,700.00 |
| Income - Connection Fees | | 42,224.48 | | 42,224.48 | 0.00% | |
| Total Revenue | 1,775,347.42 | 14,325,000.04 | 14,548,823.00 | (223,822.96) | -1.54% | 19,423,997.00 |
| *includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources | | | | | | |
| Operating Expenses | | | | | | |
| Cost of Water | | | | | | |
| Purchased Water | | 1,926,504.87 | 2,351,815.47 | (425,310.60) | -18.08% | 3,135,753.96 |
| Ground Water | 111,522.70 | 720,968.49 | 894,778.92 | (173,810.43) | -19.42% | 1,193,038.56 |
| | 111,522.70 | 2,647,473.36 | 3,246,594.39 | (599,121.03) | -18.45% | 4,328,792.52 |
| Labor & Benefits | | | | | | |
| Labor Regular | 250,770.87 | 2,554,536.80 | 2,801,568.51 | (247,031.71) | -8.82% | 3,735,424.68 |
| Labor Non-Regular | | | | | | |
| Labor Taxes | 18,477.97 | 196,894.50 | 213,313.50 | (16,419.00) | -7.70% | 284,418.00 |
| Labor Workers Comp | | 34,370.01 | 75,075.03 | (40,705.02) | -54.22% | 100,100.04 |
| Labor External | 6,750.00 | 34,582.15 | 81,810.09 | (47,227.94) | -57.73% | 109,080.12 |
| Benefits Med/Den/Vis | 39,956.65 | 412,390.20 | 385,801.29 | 26,588.91 | 6.89% | 514,401.72 |
| Benefits LTD/Life/EAP | 3,561.06 | 53,291.44 | 110,056.86 | (56,765.42) | -51.58% | 146,742.48 |
| Benefits CalPers | 23,536.06 | 200,197.22 | 260,535.87 | (60,338.65) | -23.16% | 347,381.16 |
| Benefits Other | 12,511.88 | 99,852.59 | 103,242.51 | (3,389.92) | -3.28% | 137,656.68 |
| Benefit Retiree Expenses | | 38,156.94 | 44,337.06 | (6,180.12) | -13.94% | 59,116.08 |
| Benefit Unemployment | | | 6,924.42 | (6,924.42) | -100.00% | 9,232.56 |
| Benefit GASB 68 | | 442,771.00 | 336,880.89 | 105,890.11 | 31.43% | 449,174.52 |
| Capitalized Labor & Benefit Contra | (37,560.07) | (452,400.85) | (374,999.94) | (77,400.91) | 20.64% | (499,999.92) |
| | 318,004.42 | 3,614,642.00 | 4,044,546.09 | (429,904.09) | -10.63% | 5,392,728.12 |
| General & Administrative | | | | | | |
| Fees & Charges | 14,493.41 | 120,047.42 | 181,038.69 | (60,991.27) | -33.69% | 241,384.92 |
| Regulatory Compliance/Permits | | 57,406.53 | 98,617.50 | (41,210.97) | -41.79% | 131,490.00 |
| District Events & Recognition | 4,655.58 | 24,169.47 | 45,412.47 | (21,243.00) | -46.78% | 60,549.96 |
| Maintenance/Licensing | 5,581.39 | 137,169.95 | 128,045.25 | 9,124.70 | 7.13% | 170,727.00 |

Citrus Heights Water District
Budget Performance Report
As of 9/30/2022

| | September | Year-to-Date | Year-to-Date | YTD Variance | | Annual |
|--|---------------------|---------------------|----------------------|-----------------------|----------------|----------------------|
| | Actual | Actual | Budget | Amount | Percent | Budget |
| Equipment Maintenance | 11,368.54 | 57,783.12 | 95,699.97 | (37,916.85) | -39.62% | 127,599.96 |
| Professional Development | 5,526.38 | 73,943.49 | 127,371.78 | (53,428.29) | -41.95% | 169,829.04 |
| Department Admin | | 153.97 | 14,775.12 | (14,621.15) | -98.96% | 19,700.16 |
| Dues & Subscriptions | 2,173.64 | 193,595.26 | 145,251.09 | 48,344.17 | 33.28% | 193,668.12 |
| Fuel & Oil | 7,757.73 | 68,410.26 | 49,680.00 | 18,730.26 | 37.70% | 66,240.00 |
| General Supplies | 7,478.87 | 53,315.09 | 75,450.06 | (22,134.97) | -29.34% | 100,600.08 |
| Insurance - Auto/Prop/Liab | 10,332.90 | 80,544.65 | 84,150.00 | (3,605.35) | -4.28% | 112,200.00 |
| Leasing/Equipment Rental | 1,141.96 | 16,383.21 | 26,175.06 | (9,791.85) | -37.41% | 34,900.08 |
| Other Agency Cost Reimbursement | | 651.86 | | 651.86 | 0.00% | |
| Parts & Materials | 73,893.07 | 383,940.41 | 41,249.97 | 342,690.44 | 830.77% | 54,999.96 |
| Postage/Shipping/Freight | 6,173.25 | 59,014.81 | 103,875.03 | (44,860.22) | -43.19% | 138,500.04 |
| Rebates & Incentives | 1,100.00 | 22,689.84 | 27,749.97 | (5,060.13) | -18.23% | 36,999.96 |
| Telecom/Network | 4,135.27 | 35,762.72 | 38,835.00 | (3,072.28) | -7.91% | 51,780.00 |
| Tools & Equipment | 8,873.62 | 42,484.80 | 60,150.06 | (17,665.26) | -29.37% | 80,200.08 |
| Utilities | 2,891.80 | 27,338.40 | | 27,338.40 | 0.00% | |
| Write-Off Bad Debt Exp | | 65.64 | 3,750.03 | (3,684.39) | -98.25% | 5,000.04 |
| Capitalized G&A Contra | (109,009.44) | (505,827.42) | | (505,827.42) | 0.00% | |
| Capitalized Equipment Contra | (45,934.80) | (399,957.18) | | (399,957.18) | 0.00% | |
| | <u>12,633.27</u> | <u>549,086.40</u> | <u>1,347,277.05</u> | <u>(798,190.65)</u> | <u>-59.24%</u> | <u>1,796,369.40</u> |
| Professional & Contract Services | | | | | | |
| Support Services | 113,627.74 | 713,730.91 | 1,117,147.41 | (403,416.50) | -36.11% | 1,489,529.88 |
| Legal Services | 5,368.50 | 178,539.26 | 213,750.00 | (35,210.74) | -16.47% | 285,000.00 |
| Printing Services | 638.83 | 17,438.76 | 36,750.06 | (19,311.30) | -52.55% | 49,000.08 |
| | <u>119,635.07</u> | <u>909,708.93</u> | <u>1,367,647.47</u> | <u>(457,938.54)</u> | <u>-33.48%</u> | <u>1,823,529.96</u> |
| Reserves & Debt Services | | | | | | |
| Interest Expense | | 40,863.54 | 52,315.66 | (11,452.12) | -21.89% | 69,754.21 |
| Net Increase(Decrease) in Value of Investments | | (37,190.54) | | (37,190.54) | 0.00% | |
| | | <u>3,673.00</u> | <u>52,315.66</u> | <u>(48,642.66)</u> | <u>-92.98%</u> | <u>69,754.21</u> |
| Total Operating Expenses | <u>561,795.46</u> | <u>7,724,583.69</u> | <u>10,058,380.66</u> | <u>(2,333,796.97)</u> | <u>-23.20%</u> | <u>13,411,174.21</u> |
| Net Income / (Expense) | <u>1,213,551.96</u> | <u>6,600,416.35</u> | <u>4,490,442.34</u> | <u>2,109,974.01</u> | <u>46.99%</u> | <u>6,012,822.79</u> |

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 9/2022

CC-7

| Project Number | Project Name | BUDGET | | AMOUNTS PAID | | | Remaining Budget |
|---------------------------------|--------------------------------|-------------------------|-------------------------|------------------|--------------------|--------------------|--------------------|
| | | Project Forecast Budget | Expenditures to 12/2021 | Month to Date | Year to Date | Project to Date | |
| C16-134 | Auburn Blvd-Rusch Park Placer | \$167,000 | \$3,906 | \$65 | \$4,298 | \$8,204 | \$161,264 |
| C19-108 | 6230 Sylvan East Wall | \$7,653 | \$16,748 | \$0 | \$0 | \$16,748 | \$0 |
| C20-108 | Corp Yard PreArchitecture Stdy | \$100,000 | \$1,676 | \$0 | \$0 | \$1,676 | \$98,324 |
| C20-109 | Corp Yard Plans Specs Estimate | \$400,000 | \$0 | \$0 | \$0 | \$0 | \$400,000 |
| Construction in Progress | | \$674,653 | \$22,330 | \$65 | \$4,298 | \$26,628 | \$659,589 |
| C22-010 | Water Main Replacements | \$50,000 | \$0 | \$0 | \$18,577 | \$18,577 | \$31,423 |
| C22-011 | Water Valve Replacements | \$75,000 | \$0 | \$10,974 | \$82,229 | \$82,229 | (\$7,229) |
| C22-012 | Water Service Connections | \$825,000 | \$0 | \$93,955 | \$882,952 | \$882,952 | (\$57,952) |
| C22-013 | Water Meter Replacements | \$100,000 | \$0 | \$1,431 | \$20,765 | \$20,765 | \$79,235 |
| C22-014 | Fire Hydrants | \$125,000 | \$0 | \$9,032 | \$119,154 | \$119,154 | (\$119,154) |
| Annual Infrastructure | | \$1,175,000 | \$0 | \$115,392 | \$1,123,676 | \$1,123,676 | (\$73,676) |
| C15-104B | Document Management System | \$244,639 | \$95,361 | \$10,415 | \$15,305 | \$110,666 | \$223,973 |
| C22-003 | Fleet/Field Operations Equip | \$260,000 | \$0 | \$0 | \$89,957 | \$89,957 | \$170,043 |
| C22-004 | Technology Hardware/Software | \$56,650 | \$0 | \$4,864 | \$6,549 | \$6,549 | \$50,101 |
| Fleet and Equipment | | \$561,289 | \$95,361 | \$15,279 | \$111,811 | \$207,172 | \$444,117 |
| C15-109 | Blossom Hill Way 6" & 10" Inte | \$27,777 | \$0 | \$0 | \$0 | \$0 | \$27,777 |
| C15-110 | Crestmont Ave 6" Intertie | \$24,979 | \$91 | \$0 | \$0 | \$91 | \$24,888 |
| C20-105 | Walnut Drive | \$105,247 | \$15,283 | \$0 | \$0 | \$15,283 | \$101,515 |
| C20-106 | Wisconsin Drive | \$301,990 | \$42,391 | \$0 | \$71 | \$42,463 | \$259,527 |
| C21-101 | Antelope & Rusch Park | \$187,741 | \$123,724 | \$3,427 | \$24,638 | \$148,362 | \$39,379 |
| C21-102 | Old Auburn Road | \$91,459 | \$1,003 | \$0 | \$1,026 | \$2,029 | \$90,433 |
| C21-103 | Pratt Ave | \$39,043 | \$46,820 | \$774 | \$394,086 | \$440,906 | (\$355,043) |
| C21-104 | Mesa Verde HS | \$118,779 | \$49,767 | \$65,575 | \$601,035 | \$650,802 | (\$482,256) |
| C21-105 | Madison Ave & Dewey Dr | \$28,138 | \$3,147 | \$502 | \$6,720 | \$9,867 | \$21,418 |
| C22-101 | Carriage Drive | \$427,104 | \$0 | \$8,780 | \$436,401 | \$436,401 | (\$9,297) |
| Water Mains | | \$1,352,257 | \$282,227 | \$79,058 | \$1,463,977 | \$1,746,203 | (\$281,658) |

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 9/2022

CC-7

| Project Number | Project Name | BUDGET | | AMOUNTS PAID | | | Remaining Budget |
|-------------------------------|-------------------------------|-------------------------|-------------------------|------------------|--------------------|--------------------|--------------------|
| | | Project Forecast Budget | Expenditures to 12/2021 | Month to Date | Year to Date | Project to Date | |
| C21-040 | Other City Partnerships | \$52,551 | \$0 | \$0 | \$0 | \$0 | \$52,551 |
| C21-040A | Greenback Ln Complete Strts | \$0 | \$30 | \$0 | \$16,775 | \$16,805 | (\$16,775) |
| C21-040B | Elec. Greenway Bike Trail | \$0 | \$1,647 | \$0 | \$150 | \$1,797 | (\$150) |
| C21-040C | MSR2S Phase4 | \$0 | \$11,007 | \$0 | \$6,957 | \$17,964 | (\$6,957) |
| C21-040E | Bonita Storm Drain | \$0 | \$29,254 | \$0 | \$958 | \$30,212 | (\$958) |
| C21-041 | Other Misc Infrastructure | \$12,551 | \$0 | \$0 | \$0 | \$0 | \$12,551 |
| C21-041A | Valve Box Raising | \$0 | \$32,407 | \$0 | \$8,000 | \$40,407 | (\$8,000) |
| C21-041B | Greenback Acquisition | \$415,000 | \$2,159 | \$938 | \$298,314 | \$300,473 | \$114,527 |
| C22-005 | Facilities Improvements | \$100,000 | \$0 | \$9,254 | \$19,017 | \$19,017 | \$80,983 |
| C22-040 | Other City Partnerships | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$100,000 |
| C22-040D | SACOG 22 AC Overlay P1 | \$0 | \$0 | \$0 | \$174 | \$174 | (\$174) |
| C22-041 | Other Misc Infrastructure | \$82,347 | \$0 | \$0 | \$0 | \$0 | \$82,347 |
| C22-102 | Well Site Acquisition | \$0 | \$0 | \$133,411 | \$149,458 | \$149,458 | (\$149,458) |
| Miscellaneous Projects | | \$762,449 | \$76,504 | \$143,602 | \$499,804 | \$576,308 | \$260,486 |
| C17-104 | Groundwater Well Property Acq | \$640,000 | \$370,943 | \$0 | \$0 | \$370,943 | \$264,090 |
| C17-104A | Well #7 | \$250,000 | \$181,377 | \$0 | \$67,726 | \$249,103 | \$897 |
| C17-104B | Well #8 | \$0 | \$251,862 | \$0 | \$0 | \$251,862 | (\$251,862) |
| C20-107 | Well Design & Construction | \$1,105,500 | \$0 | \$22,330 | \$281,256 | \$281,256 | \$824,244 |
| C22-020 | Groundwater Well Improvements | \$150,000 | \$0 | \$0 | \$0 | \$0 | \$150,000 |
| C22-102A | SJUSD Property | \$0 | \$0 | \$0 | \$5,500 | \$5,500 | (\$5,500) |
| C22-103 | Well #8 Design Construct | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Wells | | \$2,145,500 | \$804,182 | \$22,330 | \$354,482 | \$1,158,664 | \$981,869 |
| Grand Totals: | | \$6,671,148 | \$1,280,604 | \$375,725 | \$3,558,047 | \$4,838,651 | \$1,990,727 |

SEPTEMBER 2022 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|--|---------------------------------|---------------|
| 74267 | Robert J/Linda J Landefeld | Customer Refund | \$23.80 |
| 74268 | Blue Skies Property Enterprises LLC | Customer Refund | \$87.50 |
| 74269 | William/Elizabeth Nickens Family Trust | Customer Refund | \$149.60 |
| 74270 | Kevin D & Kimberly A Fricke Rev Trust | Customer Refund | \$162.71 |
| 74271 | Gabrielle Gillispie Stewart | Customer Refund | \$18.66 |
| 74272 | Linda Wattenburger | Customer Refund | \$141.10 |
| 74273 | David L Chambers Trust | Customer Refund | \$11.56 |
| 74274 | Vicki A Connolly 2007 Trust | Customer Refund | \$16.34 |
| 74275 | Joseph Spagnoli | Customer Refund | \$312.61 |
| 74276 | ACWA/JPIA | Workers Comp Insurance | \$92.82 |
| 74277 | AFLAC | Employee Paid Insurance | \$176.93 |
| 74278 | ALEXANDER'S CONTRACT SERVICES | Contract Services-Meter Reads | \$6,429.24 |
| 74279 | ANSWERNET | Telephone-Answering Service | \$394.35 |
| 74280 | AREA RESTROOM SOLUTIONS | Equipment Rental-Field | \$159.76 |
| 74281 | BART/RIEBES AUTO PARTS | Repair-Trucks | \$147.70 |
| 74282 | BATTERIES PLUS BULBS | Small Tools | \$51.22 |
| 74283 | BLUE JAY TRUCKING INC | Contract Services-Other | \$2,090.00 |
| 74284 | Cristine Campbell | Toilet Rebate Program | \$75.00 |
| 74285 | CONSOLIDATED | Telephone-Local/Long Distance | \$2,946.93 |
| 74286 | Anthony C/Fernando Garibay -Mena | Toilet Rebate Program | \$150.00 |
| 74287 | FERGUSON ENTERPRISES INC #1423 | Material | \$31,371.78 |
| 74288 | HARRIS INDUSTRIAL GASES | Supplies-Field | \$77.26 |
| 74289 | HUNT & SONS INC | Gas & Oil | \$2,591.90 |
| 74290 | INTEGRITY ADMINISTRATORS INC | Health Insurance | \$260.80 |
| 74291 | LIEBERT CASSIDY WHITMORE | Legal & Audit | \$2,330.00 |
| 74292 | MESSENGER PUBLISHING GROUP | Publication Notices | \$225.00 |
| 74293 | NAVIANT | Maintenance Agreement-Software | \$10,415.00 |
| 74294 | Tina Nishida | Toilet Rebate Program | \$50.00 |
| 74295 | NOWSPEED INC. | Contract Services-Other | \$250.00 |
| 74296 | PACE SUPPLY CORP | Material | \$12,300.60 |
| 74297 | PLANNING PARTNERS INC | Contract Services- Wells | \$2,480.00 |
| 74298 | QUICK QUACK CAR WASH | Maintenance Agreement-Equipment | \$298.30 |
| 74299 | REPUBLIC SERVICES #922 | Utilities | \$345.47 |
| 74300 | RIVER CITY STAFFING GROUP | Temporary Labor | \$760.00 |
| 74301 | SIMON AND COMPANY INC | Contract Services-Other | \$1,000.00 |
| 74302 | Christopher Simonidis | Toilet Rebate Program | \$225.00 |
| 74303 | STATE WATER RESOURCES CONTROL BOARD | Professional Development | \$70.00 |
| 74304 | Void | Void | \$0.00 |
| 74305 | TIAA COMMERCIAL FINANCE INC | Equipment Rental-Office | \$522.59 |
| 74306 | Corey Vermilion | Toilet Rebate Program | \$150.00 |
| 74307 | WEX BANK | Gas & Oil | \$4,878.35 |
| 74308 | Lucille Martino | Customer Refund | \$171.71 |
| 74309 | David N/Daisy G Thomas | Customer Refund | \$19.76 |
| 74310 | Yaklin Revocable Trust | Customer Refund | \$12.13 |
| 74311 | Crabtree Trust | Customer Refund | \$46.16 |
| 74312 | James C/Elaine M Judd | Customer Refund | \$14.26 |

SEPTEMBER 2022 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|-------------------------------------|---------------------------------|---------------|
| 74313 | Laura Morehead | Customer Refund | \$28.89 |
| 74314 | Von Zboray Family Trust | Customer Refund | \$351.46 |
| 74315 | Gifford D Massey | Customer Refund | \$47.23 |
| 74316 | Carol Anne Springer Makkay | Customer Refund | \$148.20 |
| 74317 | Richard Lafferty | Customer Refund | \$7.48 |
| 74318 | Farrell Marital Trust | Customer Refund | \$139.07 |
| 74319 | RLS FUNDING INC | Customer Refund | \$109.79 |
| 74320 | Brad Judd | Customer Refund | \$23.02 |
| 74321 | WERKING INC | Customer Refund | \$78.16 |
| 74322 | R J & T N Bunbury Living Trust | Customer Refund | \$200.00 |
| 74323 | U.S. Capital & Land Investments LLC | Customer Refund | \$73.58 |
| 74324 | ACWA | Dues & Subscriptions | \$775.00 |
| 74325 | ACWA/JPIA | Workers Comp Insurance | \$20,665.80 |
| 74326 | BART/RIEBES AUTO PARTS | Repair-Trucks | \$573.25 |
| 74327 | CALIFORNIA LANDSCAPE ASSOCIATES INC | Janitorial | \$245.00 |
| 74328 | CAPIO | Professional Development | \$275.00 |
| 74329 | CITY OF CITRUS HEIGHTS | Permit Fees | \$135.00 |
| 74330 | COMCAST | Equipment Rental-Office | \$93.45 |
| 74331 | Homelight Real Estate II LLC | Customer Refund | \$25.50 |
| 74332 | ETHAN WADE GRAPHICS | Contract Services- Other | \$530.22 |
| 74333 | IB CONSULTING LLC | Contract Services-Miscellaneous | \$15,560.00 |
| 74334 | KIRBY'S PUMP AND MECHANICAL, INC | Wells Maintenance | \$15,748.52 |
| 74335 | ONE PRINT SOURCE & GRAPHICS | Printing | \$413.83 |
| 74336 | PACE SUPPLY CORP | Material | \$17,369.61 |
| 74337 | REGIONAL GOVERNMENT SERVICES | Contract Services-Other | \$20,564.29 |
| 74338 | RIVER CITY STAFFING GROUP | Temporary Labor | \$1,200.00 |
| 74339 | ROTARY CLUB OF CITRUS HEIGHTS | Professional Development | \$600.00 |
| 74340 | LES SCHWAB TIRES | Repair-Trucks | \$1,625.96 |
| 74341 | UNITED RENTALS (NORTH AMERICA) INC | Equipment Rental-Field | \$6,893.84 |
| 74342 | US Bank | Bank Fee | \$1,360.00 |
| 74343 | WALKER'S OFFICE SUPPLIES | Office Expense | \$32.91 |
| 74344 | WARREN CONSULTING ENGINEERS INC | Contract Services-Engineering | \$937.50 |
| 74345 | WEST YOST ASSOCIATES | Contract Services-Engineering | \$2,170.50 |
| 74346 | WEX BANK | Gas & Oil | \$5,101.56 |
| 74347 | WOLF CONSULTING | Contract Services-Other | \$500.00 |
| 74348 | Paul A/Deborah L Pereira | Customer Refund | \$44.44 |
| 74349 | Dale L Singleton | Customer Refund | \$44.23 |
| 74350 | Edwin J/Darlene M Currier | Customer Refund | \$18.83 |
| 74351 | THOMAS/KELLY HARDEAY | Customer Refund | \$42.27 |
| 74352 | Ernie/Margaret Newton | Customer Refund | \$16.44 |
| 74353 | Pamela S Hughes | Customer Refund | \$174.99 |
| 74354 | Helen A Fellowes | Customer Refund | \$22.70 |
| 74355 | Brock R/Susan A Lee | Customer Refund | \$31.82 |
| 74356 | Alex/Camille J Ochoa | Customer Refund | \$147.47 |

SEPTEMBER 2022 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|--|---------------------------------------|---------------|
| 74357 | Michael W/Kerri L Jakel | Customer Refund | \$12.87 |
| 74358 | ABA DABA RENTALS & SALES | Supplies-Field | \$106.69 |
| 74359 | ANACONDA NETWORKS | Maintenance Agreement-Software | \$360.00 |
| 74360 | BEST BEST & KRIEGER | Legal & Audit | \$12,538.25 |
| 74361 | BRYCE CONSULTING INC | Contract Services-Other | \$2,520.00 |
| 74362 | BSK ASSOCIATES | Water Analysis | \$505.00 |
| 74363 | CALIFORNIA LANDSCAPE ASSOCIATES INC | Janitorial | \$176.00 |
| 74364 | CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS | Dues & Subscriptions | \$70.00 |
| 74365 | COLANTUONO, HIGHSMITH & WHATLEY, PC | Legal & Audit | \$17,070.00 |
| 74366 | CORELOGIC INFORMATION SOLUTIONS INC | Dues & Subscriptions | \$218.55 |
| 74367 | FP MAILING SOLUTIONS | Supplies-Office | \$149.23 |
| 74368 | HUNT & SONS INC | Gas & Oil | \$370.78 |
| 74369 | INNOVYZE INC | Maintenance Agreement-Software | \$13,585.67 |
| 74370 | J4 SYSTEMS | Contract Services-Other | \$2,467.50 |
| 74371 | LUHDORFF & SCALMANINI | Contract Services-Wells | \$803.88 |
| 74372 | Ninjio, LLC | Dues & Subscriptions | \$130.00 |
| 74373 | ROBERT J/PAMELA J OLSEN | Toilet Rebate Program | \$75.00 |
| 74374 | RDO EQUIPMENT | Repair-Trucks | \$795.87 |
| 74375 | RIVER CITY STAFFING GROUP | Temporary Labor | \$1,200.00 |
| 74376 | LES SCHWAB TIRES | Repair-Trucks | \$1,254.71 |
| 74377 | SPOT ON SIGNS GRAPHICS | Contract Services-Other | \$533.09 |
| 74378 | SUPERIOR EQUIPMENT REPAIR | Repair-Trucks | \$1,803.37 |
| 74379 | TRIEPEI SMITH | Contract Services- Other | \$1,630.00 |
| 74380 | WATERWISE CONSULTING, INC | Contract Services- Water Conservation | \$4,400.00 |
| 74381 | CHRISTOPHER WILLARD | Toilet Rebate Program | \$75.00 |
| 74382 | Bernard J/Judy L Lannan | Customer Refund | \$31.45 |
| 74383 | Barbara L Bender Trust | Customer Refund | \$384.67 |
| 74384 | Joyce F Brown Trust | Customer Refund | \$10.43 |
| 74385 | Gail Y Schaefer | Customer Refund | \$55.87 |
| 74386 | Gerald F Gaines Revocable Trust 2015 | Customer Refund | \$27.61 |
| 74387 | Koftinow Trust | Customer Refund | \$10.04 |
| 74388 | Oksana Melnychuk | Customer Refund | \$155.83 |
| 74389 | Lolita M/Richard M White | Customer Refund | \$1,062.54 |
| 74390 | Sergey Kisel | Customer Refund | \$236.37 |
| 74391 | ALEXANDER'S CONTRACT SERVICES | Contract Services- Meter Reads | \$4,009.70 |
| 74392 | BART/RIEBES AUTO PARTS | Repair-Trucks | \$53.82 |
| 74393 | BSK ASSOCIATES | Water Analysis | \$306.00 |
| 74394 | CDW GOVERNMENT INC | Fixed Assets | \$4,863.72 |
| 74395 | CITRUS HEIGHTS COMMUNITY CENTER | Equipment Rental-Office | \$1,132.50 |
| 74396 | Cobex Construction Group | Contract Services-Miscellaneous | \$8,000.00 |
| 74397 | FAST ACTION PEST CONTROL | Contract Services-Miscellaneous | \$168.00 |
| 74398 | FP MAILING SOLUTIONS | Equipment Rental-Office | \$164.86 |
| 74399 | ICONIX WATERWORKS | Material | \$2,098.44 |
| 74400 | Loving Life Landscapes | Contract Services- Water Conservation | \$1,250.00 |
| 74401 | DANA MELLADO | Professional Development | \$250.00 |

SEPTEMBER 2022 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------------|--------------------------------|-----------------------------------|----------------------------|
| 74402 | MOONLIGHT BPO LLC | Contract Services-Bill Print/Mail | \$6,511.30 |
| 74403 | PACE SUPPLY CORP | Material | \$1,514.59 |
| 74404 | RIVER CITY STAFFING GROUP | Temporary Labor | \$1,200.00 |
| 74405 | SAGENT | Contract Services-Other | \$5,717.31 |
| 74406 | TIAA COMMERCIAL FINANCE INC | Equipment Rental-Office | \$723.89 |
| 74407 | TRAFFIC MANAGEMENT INC. | Field Miscellaneous | \$99.34 |
| 74408 | VALVOLINE INSTANT OIL CHANGE | Repair-Trucks | \$266.47 |
| 74409 | VERIZON WIRELESS | Telephone-Wireless | \$383.79 |
| 74410 | WATER SYSTEMS CONSULTING, INC | Contract Services-Other | \$19,850.10 |
| 74411 | ZANE DEZIGN | Contract Services-Other | \$66.50 |
| Total | | | <u>\$323,107.31</u> |
| ACH | 1168-2022-8 IC | Bank Fee | \$5,023.65 |
| ACH | ADP 614957033 | Contract Services-Financial | \$285.15 |
| ACH | BOW AUGUST 2022 | Bank Fee | \$1,288.86 |
| ACH | CALIFORNIA CHOICE OCTOBER 2022 | Health Insurance | \$46,334.81 |
| ACH | CHASE AUGUST 2022 | Bank Fee | \$3,769.59 |
| ACH | FP MAILING SOLUTIONS | Postage Reload | \$1,000.00 |
| ACH | ICMA 9/15/22 PAYDAY | Deferred Compensation | \$9,548.89 |
| ACH | ICMA 9/29/22 PAYDAY | Deferred Compensation | \$9,468.09 |
| ACH | JP MORGAN AUGUST 2022 | See September Agenda Item CC-9 | \$10,028.55 |
| ACH | PERS 8/18/22 PAYDAY | PERS | \$22,606.61 |
| ACH | PERS 8/4/22 PAYDAY | PERS | \$22,841.93 |
| ACH | PERS GASB68 SERVICE FEE | PERS | \$1,050.00 |
| ACH | PRINCIPAL HEALTH OCTOBER 2022 | Health Insurance | \$8,965.53 |
| ACH | VALIC 8/18/22 PAYDAY | Deferred Compensation | \$2,007.61 |
| ACH | VALIC 8/4/22 PAYDAY | Deferred Compensation | \$2,007.61 |
| ACH | VALIC 9/1/22 PAYDAY | Deferred Compensation | \$2,007.61 |
| ACH | VALIC 9/15/22 PAYDAY | Deferred Compensation | \$2,007.61 |
| ACH | VALIC 9/29/22 PAYDAY | Deferred Compensation | \$2,007.61 |
| ACH | ADP 614004481 | Contract Services-Financial | \$444.05 |
| ACH | MID AMERICA 9/6-9/12/22 | Deferred Compensation | \$401.96 |
| ACH | PRINCIPAL LIFE FICA SEPT 2022 | Health Insurance | \$474.74 |
| Total | | | <u>\$153,570.46</u> |
| Grand Total | | | <u><u>\$476,677.77</u></u> |

**JP Morgan Purchase Card Distributions
Aug-22**

| Name | General Supplies | District Events & Recognition | Professional Development | Maintenance/Licensing | Postage/Shipping/Freight | Dues & Subscription | Tools & Equipment | Fees & Charges | Equipment Maintenance | Total Bill |
|-------------------|------------------|-------------------------------|--------------------------|-----------------------|--------------------------|---------------------|-------------------|----------------|-----------------------|---------------------|
| Moore | \$ 25.85 | \$ 268.15 | \$ 36.66 | | | | | | | \$ 330.66 |
| Shockley | \$ 469.35 | \$ 1,364.68 | \$ 4,074.72 | \$ 238.90 | \$ 8.95 | \$ 10.00 | \$ 233.34 | | | \$ 6,399.94 |
| Abaya | \$ 74.31 | | | | | \$ 444.89 | | | \$ 180.10 | \$ 699.30 |
| Pieri | | \$ 153.81 | | | | | | | | \$ 153.81 |
| Spiers | | \$ 33.13 | | | | | \$ 430.00 | | \$ 1,649.95 | \$ 2,113.08 |
| Straus | | \$ 45.55 | | | | | | | | \$ 45.55 |
| Park-Kim | \$ 137.45 | | | | | \$ 125.00 | | \$ 2.00 | | \$ 264.45 |
| Scott | | \$ 21.76 | | | | | | | | \$ 21.76 |
| Total Bill | \$ 706.96 | \$ 1,887.08 | \$ 4,111.38 | \$ 238.90 | \$ 8.95 | \$ 579.89 | \$ 663.34 | \$ 2.00 | \$ 1,830.05 | \$ 10,028.55 |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : October 4, 2022
 PREPARED BY : Brittney Moore, Administrative Services Manager

The following District employees were recognized for perfect attendance during August 2022, and outstanding customer service and quality of work during the month of September 2022.

Administrative Services

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|----------------|-------------------|---|---|
| Bryan Abaya | | Assisted with tech issue with laptop during Board meeting; got loaner laptop up and running within fifteen minutes of problem. | Assisted with interim audit regarding IT. |
| Dana Mellado | Yes | Helped a new customer who came in to set-up service and schedule a turn-on. Service was activated that week, and the customer reached out to thank Dana, Desiree, and John Spinella for their efficient and friendly service. | Assisted at the District's Sunday Funday booth. Assisted with interim audit regarding revenue. |
| Brittney Moore | Yes | Organized breakfast and lunch for staff during harassment prevention training. | Assisted with the District booth at the Citrus Heights Community Employment Fair. Assisted with interim audit regarding HR and payroll. |
| Lea Park-Kim | Yes | Provided PR coverage after hours on a main break on Kanai caused by a private contractor. | Coordinated and Assisted with the District booth at the Citrus Heights Community Employment Fair. Assisted with coordinating two Water Smart classes for CHWD customers. Attended after-hours budget workshop meetings. |

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|---------------|-------------------|---|--|
| Beth Shockley | Yes | Assisted with Board meeting setup. Organized breakfast for all hands staff meeting. | Assisted with interim audit regarding payables, purchasing, and journal entries. |
| Desiree Smith | Yes | 09/12/22 Front counter customer complimented Desiree for assisting him with setting up new commercial account. He stated that he has worked with many other regional agencies and has never had an easier time getting new service established. Helped a new customer who came in to set-up service and schedule a turn-on. Service was activated that week, and the customer reached out to thank Dana, Desiree, and John Spinella for their efficient and friendly service. Reached out to a customer to proactively let them know that their account was in delinquent status; the customer had not realized that this had happened and told Desiree that they really appreciated the courtesy call. | |

Engineering Department

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|------------------|-------------------|--|--|
| Tamar Dawson | Yes | Worked on Saturday 09/10/22 for the District's Water Main Project. | Completed 100% of the Cybersecurity training videos. |
| Paul Dietrich | Yes | | Completed the Ninjio Cybersecurity training videos. |
| Timothy Katkanov | Yes | Provided IT support at the 09/28/22 Board Meeting. | |
| Neil Tamagni | Yes | | Completed 100% of the Cybersecurity training videos. |

Operations Department

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|------------------|-------------------|--|--|
| Andrew Callister | | | 9/15 – Assisted with an after-hours emergency water main repair on Kanai Ave. |
| Aaron Cater | | | 9/15 – Assisted with an after-hours emergency water main repair on Kanai Ave. |
| Kelly Drake | Yes | | |
| James Ferro | | | 9/2 – Assisted with an emergency service replacement on Canelo Hills Dr. 9/5 – Assisted with an emergency main repair on Stacey Hills Dr. 9/15 – Assisted with an after-hours emergency water main repair on Kanai Ave. 9/22 – Assisted with an emergency after hours service repair on Glenacre Way. |
| Jarrett Flink | Yes | | 9/15 – Assisted with an after-hours emergency water main repair on Kanai Ave. 9/22 – Assisted with an emergency after hours service repair on Glenacre Way. |
| Brandon Goad | Yes | | |
| Brian Hensley | Yes | | |
| Ricky Kelly | | | 9/5 – Assisted with an emergency main repair on Stacey Hills Dr. |
| Chris Nichols | Yes | 9/20 – Customer on Buckhaven Way said Chris “came over and helped out and fixed the [low pressure] problem.” The resident was “very happy about everything” and appreciated Chris’ “prompt service and diligence.” | 9/15 – Assisted with an after-hours emergency water main repair on Kanai Ave. |

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|---------------|-------------------|--|---|
| Jace Nunes | | | <p>Assisted at the District’s Sunday Funday booth.</p> <p>Coordinated two Water Smart classes for CHWD customers.</p> |
| Ryon Ridner | | | <p>Assisted at the District’s Sunday Funday booth.</p> <p>9/22 – Assisted with an emergency after hours service repair on Glenacre Way.</p> |
| John Spinella | Yes | <p>9/12 – Customer on Auburn Blvd. expressed their appreciation for the “easy” process of turning water on at their new home.</p> <p>Helped a new customer who came in to set-up service and schedule a turn-on. Service was activated that week, and the customer reached out to thank Dana, Desiree, and John Spinella for their efficient and friendly service.</p> | |

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
OCTOBER 19, 2022 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : September 27, 2022
 PREPARED BY : Brittney Moore, Administrative Services Manager

OBJECTIVE:
 Listed below is the current Long Range Agenda.

| Legend | |
|--------|------------------|
| S | Study Session |
| CC | Consent Calendar |
| P | Presentation |
| B | Business |
| PH | Public Hearing |
| CL | Closed Session |

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

| MEETING DATE | MEETING TYPE | ITEM DESCRIPTION | ASSIGNED | AGENDA TYPE | AGENDA ITEM |
|-----------------------------|--------------|--|----------------|-------------|-------------|
| November 16, 2022 | | | | | |
| November 16, 2022 | | Task Order Agreement with JDH | Pieri | CC | A |
| November 16, 2022 | | Operations Policies Updates (5,000 Series, 6500, and standby policy) | Scott | CC | A |
| November 16, 2022 | | Investment Services Agreement | Preciado | B | A |
| November 16, 2022 | | District-wide Easement Project | Pieri/Dawson | P | I/D |
| December 21, 2022 | | | | | |
| December 21, 2022 | | Oath of Office | Moore | B | A |
| December 21, 2022 | Annual | Selection of President and Vice President | Straus | B | A |
| December 21, 2022 | Annual | District Officers | Moore | B | A |
| December 21, 2022 | Annual | Committee Assignments | Moore | B | A |
| December 21, 2022 | Annual | Financing Corp Officer Selection | Preciado/Moore | B | A |
| January 18, 2023 | | | | | |
| January 18, 2023 | | CIP Update | Pieri | P | I/D |
| January 18, 2023 | | Strategic Plan Update/ 2023 Strategic Plan Preview | Moore | SS | I/D |
| February 15, 2023 | | | | | |
| February 15, 2023 | Annual | Investment of District Funds | Preciado | CC | A |
| March 15, 2023 | | | | | |
| April 19, 2023 | | | | | |
| April 19, 2023 | | 2023 Strategic Plan Update | Moore | CC | I/D |
| May 17, 2023 | | | | | |
| May 17, 2023 | | Annual Financial Report | Preciado | CC | I/D |
| May 17, 2023 | Annual | Poster Contest Presentation | Scott/Nunes | P | I/D |
| June 21, 2023 | | | | | |
| June 21, 2023 | Annual | Status of Finance Corporation | Preciado | B | A |
| June 21, 2023 | Annual | Conflict of Interest | Moore | B | A |
| JULY - SUMMER RECESS | | | | | |
| August 16, 2023 | | | | | |
| August 16, 2023 | | 2024 Strategic Plan Approval | Moore | CC | A |
| August 16, 2023 | | Budget Rate Model Workshop | Preciado | P | I/D |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
STATUS : Information Item
REPORT DATE : October 3, 2022
PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|---|-----------------------------------|-------------------------|--|--|
| PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment | Engineering | Director of Engineering and Project Manager | Yes, updates as necessary | Yes | Pipeline Condition Assessment | Phase 1 of Segment 1 Transmission Main condition assessment complete. Anticipate starting Phase 2 in Oct. 2022. |
| CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout | Engineering | Director of Engineering and Project Manager | Yes, 07/17/19 (Award of Contract) | Yes | Masterplan for office space requirements through 2045. | Pre-Architectural Alternatives Analysis underway. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|--|-----------------------------------|-------------------------|---------------------------------|--|
| CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project | Engineering | Project Manager and Assistant Engineer | No | Yes | 2021 design, 2022 construction. | 4 of 5 easements acquired. Plans are 100% complete. Anticipate construction to be completed by Operations in Fall 2022. |
| CAPITAL IMPROVEMENT PROJECT - Mesa Verde High School Water Main Project | Engineering | Project Manager and Assistant Engineer | Yes, 04/20/22 (Award of Contract) | Yes | 2021 design, 2022 construction. | District received easement from SJUSD. CHWD to record once construction is complete. Award of Contract at the 04/20/22 Board meeting. Project started. 99% complete. |
| CAPITAL IMPROVEMENT PROJECT - Carriage Dr, Mesa Verde High School to Pratt | Engineering | Project Manager and Assistant Engineer | Yes, 04/20/22 (Award of Contract) | Yes | 2021 design, 2022 construction. | Award of Contract at the 04/20/22 Board meeting. Project started. 99% complete. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|--|-------------|--|-----------------------------------|-------------------------|---------------------------------|---|
| CAPITAL IMPROVEMENT PROJECT - Pratt Avenue Water Main | Engineering | Project Manager and Assistant Engineer | Yes, 12/15/21 (Award of Contract) | Yes | 2021 design, 2022 construction. | Award of contract occurred at the 12/15/21 Board Meeting. Construction started on 04/05/22. 100% Complete. Punchlist being completed. |
| CAPITAL IMPROVEMENT PROJECT - Madison Ave & Dewey Dr Water Main | Engineering | Project Manager and Assistant Engineer | Yes, 09/28/22 (Award of Contract) | Yes | 2022 design, 2022 construction. | Easement received. District to record once project is constructed. Award of Contract occurred at the 09/28/22 Board Meeting. |
| CAPITAL IMPROVEMENT PROJECT - 7515 Greenback Lane Building Demolition | Engineering | Project Manager and Assistant Engineer | Yes | Yes | 2022 design, 2022 construction. | Preparing demolition plans. PG&E to remove gas service mid October 2022. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|--|--------------------|--|--|-------------------------|--|---|
| <p>PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr</p> | <p>Engineering</p> | <p>Director of Engineering and Senior Construction Inspector</p> | <p>Yes, 03/30/20, 04/15/20 (Deferment of Fees)</p> | <p>No</p> | <p>200-300 unit development by Watt Communities.</p> | <p>Project re-started on 07/14/20. Water portion 99% Complete. CHWD sent conditional project acceptance on 01/12/22.</p> |
| <p>PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch</p> | <p>Engineering</p> | <p>Senior Construction Inspector, Director of Engineering and Assistant Engineer</p> | <p>Yes, 01/20/21 (Deferment of Fees)</p> | <p>No</p> | <p>23 lot subdivision.</p> | <p>District signed plans on 12/04/19. Deferment Agreement signed on 02/11/21. All fees paid. Construction 75% Complete. Construction restarted 08/09/21.</p> |
| <p>PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>Seniors apartment complex with 42 one bedroom and 68 two bedroom units.</p> | <p>All fees paid on 10/18/21. District signed plans on 10/19/21. Construction 20% complete.</p> |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|--|-----------------------|-------------------------|---|--|
| PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3 | Engineering | Director of Engineering and Assistant Engineer | No | No | Parcel being split into 3 for 3 home subdivision. | Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance. |
| PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2 | Engineering | Director of Engineering and Assistant Engineer | No | No | Parcel being split into 2 lots. New single family home construction on one lot. | District sent correspondence to property owner on 04/20/20. |
| PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 2 | Engineering | Director of Engineering and Assistant Engineer | No | No | Partial redevelopment of Sunrise Village. | Plans signed on 07/21/22. Construction 25% complete. |
| PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe | Engineering | Senior Construction Inspector and Assistant Engineer | No | No | Proposed multi-unit housing complex for low-income and homeless. | All fees paid. Punchlist provided to contractor. Construction 99% complete. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|--|-----------------------|-------------------------|---|--|
| PRIVATE DEVELOPMENT Livoti Development | Engineering | Senior Construction Inspector and Assistant Engineer | No | No | Six Parcel Subdivision. | All fees paid. Plans signed on 11/09/21. Construction 75% complete. |
| PRIVATE DEVELOPMENT 7951 Antelope Rd American River Collegiate Academy | Engineering | Director of Engineering and Assistant Engineer | No | No | Commercial Development. | Awaiting payment of fees. Final submittal approved. District awaiting to sign plans. |
| PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements | Engineering | Director of Engineering and Assistant Engineer | No | No | Extension of water main, addition of fire hydrant, and fire sprinklers. | All fees paid on 03/11/21. District approved plans on 01/24/22. Awaiting construction. |
| PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments | Engineering | Director of Engineering and Assistant Engineer | No | No | Proposed apartments. | Received planning level documents on 04/06/21 and District provided comments on 04/13/21. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|---|-----------------------|-------------------------|--|---|
| PRIVATE DEVELOPMENT 7078 Auburn Blvd Auburn Heights Townhomes | Engineering | Senior Construction Engineer and Assistant Engineer | No | No | 8 Townhomes on undeveloped property. | All fees paid as of 11/22/21. Water construction 75% complete. |
| PRIVATE DEVELOPMENT 8136 Auburn Blvd Self Service Coin Laundry | Engineering | Director of Engineering and Assistant Engineer | No | No | Redevelopment of existing building to a self-service coin laundry. | Plan check fees paid. Plans signed on 07/19/21. Awaiting construction. |
| PRIVATE DEVELOPMENT Talbot Way Citrus Place Subdivision | Engineering | Director of Engineering and Assistant Engineer | No | No | 8 lot subdivision | Plan check fees paid 6/2022. Plans signed on 6/21/22. Awaiting remaining fees and construction. |
| PRIVATE DEVELOPMENT 7311 Hickory Ave Single Family Home | Engineering | Director of Engineering and Assistant Engineer | No | No | Customer requesting water service for a recently split lot. | Verify lot is split prior to initiating new water service. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|--|--------------------|---|--|-------------------------|--|--|
| <p>PRIVATE DEVELOPMENT 7830 Macy Plaza Dr CSL Plasma</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>Tenant Improvements for a medical office.</p> | <p>Plan check fees paid. Plans signed on 04/13/22. Contractor/owner want to revise plans to upsize service line. Awaiting response.</p> |
| <p>PRIVATE DEVELOPMENT 7527 Linden Ave Multi-duplex</p> | <p>Engineering</p> | <p>Senior Construction Inspector and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>3 duplex complex.</p> | <p>Plans approved on 10/21/21. All fees paid on 10/27/21. Pre-construction meeting occurred on 02/15/22.</p> |
| <p>PRIVATE DEVELOPMENT 8207 Oak Ave Parcel Split, Annexation & Single Family Home</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>Yes, Inclusion approved by Board on 05/18/22.</p> | <p>No</p> | <p>Parcel Split, Annexation & 2 single family homes.</p> | <p>Plan check fees paid. Annexation/Inclusion fees paid and approved by Board on 05/18/22. Plans signed on 08/02/22. Awaiting payment of fee balance and construction.</p> |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|--|-------------|--|-----------------------|-------------------------|--|--|
| CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2 | Engineering | Director of Engineering and Assistant Engineer | No | No | City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north. | District & City finalizing cost estimate to prepare a revised Cost Liability. Awaiting final submittal. |
| CITY OF CITRUS HEIGHTS PROJECT Arcade-Cripple Creek Trail Project | Engineering | Director of Engineering and Assistant Engineer | No | No | City of Citrus Heights Bike Trail. | District received Cost Liability letter from the City on 10/09/20. Plans completed. Awaiting construction. Pre-bid meeting occurred on 05/19/22. |
| CITY OF CITRUS HEIGHTS PROJECT San Juan Ave (Madison Ave to Spicer) Road Improvements | Engineering | Director of Engineering and Assistant Engineer | No | No | City of Citrus Heights Road Improvements | City preparing preliminary plans. District and City coordinating Cost Liability. |
| COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3 | Engineering | Director of Engineering and Assistant Engineer | No | No | County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave. | Received first submittal on 04/20/22. District provided comments on 05/24/22. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---------------------------------------|-------------|---|--|-------------------------|--|---|
| District-wide Easement Project | Engineering | Director of Engineering, Project Manager and Assistant Engineer | (06/16/21) Award of Contract (11/16/22) Anticipated Board Presentation | Yes | Research and review District facility locations and easements for potential additions/revisions. | Phase 1 - 99% complete. Phase 2 - 95% complete. Phase 3 - 95% complete. QA/QC being performed by CHWD Board Presentation anticipated for 11/16/22 |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : October 10, 2022
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Director of Operations

| Facilities Maintenance | | | CIP Projects | | |
|-------------------------------|----------------|--------------|--|----------------|------------|
| | Completed WO's | | | Completed WO's | |
| | Sep | 2022 YTD | | Sep | 2022 YTD |
| Backflow Maintenance | 0 | 0 | C22-010 Water Mainline | 0 | 2 |
| Blow Off Maintenance | 0 | 3 | C22-011 Water Valves | 1 | 16 |
| Hydrant Maintenance | 0 | 438 | C22-012 Water Services | 32 | 295 |
| Leak Investigation | 0 | 0 | C22-013 Water Meters | 1 | 88 |
| Mainline Repair/Maintenance | 2 | 3 | C22-014 Fire Hydrants | 0 | 10 |
| Meter Box Maintenance | 1 | 26 | C22-103 Pot Hole Main | 0 | 1 |
| Meter Register Replacement | 161 | 361 | TOTAL | 34 | 412 |
| Meter Repair/Test/Maintenance | 0 | 122 | Water Quality | | |
| Pot Hole Work | 0 | 2 | <i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i> | | |
| Water Service Repair/Locate | 1 | 6 | | | |
| Valve, Mainline Maintenance | 70 | 837 | | | |
| Valve Box Maintenance | 0 | 7 | | | |
| TOTAL | 235 | 1,805 | | | |

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : 2022 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : October 4, 2022
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 : Rebecca Scott, Director of Operations

OBJECTIVE:

Monthly water supply report, including a comparison to the corresponding month in the prior 5 years. The 2013 data is included for reference as it is the baseline consumption year for water conservation mandates.

| Month | 2013 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | | | | Year-to-Date Comparison to 2013 | |
|--------------|---------------------|-----------|-----------|-----------|-----------|-----------|-------------------------|-----------------------|---------------------|--------------------|---------------------------------|--------|
| | Total Water Monthly | | | | | | Surface Water Purchased | Ground Water Produced | Total Water Monthly | Total Water Annual | | |
| | acre feet | | | | | | acre feet | | | | acre feet | % |
| Jan | 602.52 | 506.81 | 531.38 | 520.86 | 519.03 | 575.54 | 332.65 | 196.08 | 528.73 | 528.73 | -73.79 | -12.2% |
| Feb | 606.36 | 443.99 | 525.73 | 447.48 | 589.8 | 485.17 | 323.56 | 281.61 | 605.17 | 1,133.90 | -74.98 | -6.2% |
| Mar | 819.55 | 546.60 | 540.78 | 516.87 | 654.31 | 601.02 | 479.25 | 295.49 | 774.74 | 1,908.64 | -119.79 | -5.9% |
| Apr | 1,029.73 | 575.52 | 646.09 | 682.90 | 767.24 | 1,001.96 | 610.48 | 153.35 | 763.83 | 2,672.47 | -385.69 | -12.6% |
| May | 1,603.43 | 1,138.72 | 1,072.27 | 977.41 | 1,168.99 | 1,277.33 | 1,032.29 | 100.77 | 1,133.06 | 3,805.53 | -856.06 | -18.4% |
| Jun | 1,816.73 | 1,412.94 | 1,387.03 | 1,328.07 | 1,475.82 | 1,541.32 | 1,288.62 | 0.00 | 1,288.62 | 5,094.15 | -1,384.17 | -21.4% |
| Jul | 2,059.21 | 1,650.76 | 1,737.13 | 1,582.40 | 1,682.83 | 1,643.73 | 823.41 | 713.28 | 1,536.69 | 6,630.84 | -1,906.69 | -22.3% |
| Aug | 1,924.28 | 1,570.80 | 1,583.78 | 1,603.36 | 1,660.59 | 1,538.76 | 949.19 | 511.96 | 1,461.15 | 8,091.99 | -2,369.82 | -22.7% |
| Sep | 1,509.82 | 1,441.76 | 1,330.19 | 1,297.12 | 1,381.14 | 1,333.29 | 610.20 | 618.29 | 1,228.49 | 9,320.48 | -2,651.15 | -22.1% |
| Oct | 1,297.42 | 1,128.97 | 1,061.88 | 1,083.17 | 1,185.00 | 972.09 | | | | | | |
| Nov | 911.55 | 631.55 | 807.7 | 839.06 | 779.34 | 576.37 | | | | | | |
| Dec | 700.94 | 574.43 | 558.97 | 548.17 | 620.34 | 536.97 | | | | | | |
| Total | 14,881.54 | 11,622.85 | 11,782.93 | 11,426.87 | 12,484.43 | 12,083.55 | 6,449.65 | 2,870.83 | 9,320.48 | 9,320.48 | | |
| % of Total | | | | | | | 69.20% | 30.80% | | | | |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : October 4, 2022
PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of October 1, 2022, storage in Folsom Lake (Lake) was at 344,234 acre-feet, 35 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 93,564 acre-feet in the past month.

The District's total water use during September 2022 (1,228.49 acre-feet) was 19 percent below that of September 2013 (1,509.82 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms, and Sylvan are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : October 10, 2022
PREPARED BY : Jace Nunes, Management Analyst
Rebecca Scott, Director of Operations

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of September 2022 included:
 - Fourteen High Efficiency Toilet (HET) rebates were processed in September.
 - Two High Efficiency Clothes Washer (HECW) rebates were processed in September.
 - There were six smart irrigation controllers installed for customers in September.
- One Pressure Reducing Valve (PRV) rebate was issued in September.
- Thirty-three reports of water waste were received in September. Staff continues reaching out to customers concerning water waste violations and leak notifications.
- The District holds bi-monthly safety meetings. The September safety meetings covered Heavy Equipment Hazards, Silica Safety, S.O.R.T. (Stop, Observe, Recognize, and Take Ownership) Tool, and Fire Extinguisher Training.
- Recordings for the District's last two WaterSmart classes for 2022 have been uploaded to YouTube. WaterSmart classes from 2021 to present are archived on CHWD's website and on YouTube, where they can be viewed any time. Staff is currently developing the 2023 WaterSmart class lineup.
- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD is working with a customer based volunteer "Garden Corps," who maintains the plots by removing weeds and checking the irrigation system and controller timers.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2022:

| Month | R-GPCD | R-GPCD | % CHANGE |
|-----------|--------|--------|----------|
| | 2021 | 2022 | |
| January | 84 | 75 | -10% |
| February | 78 | 85 | +8% |
| March | 88 | 111 | +26% |
| April | 135 | 113 | -17% |
| May | 169 | 162 | - 4.2% |
| June | 172 | 190 | +10% |
| July | 230 | 219 | -4.5% |
| August | 187 | 209 | +11.4% |
| September | 178 | 162* | -9% |

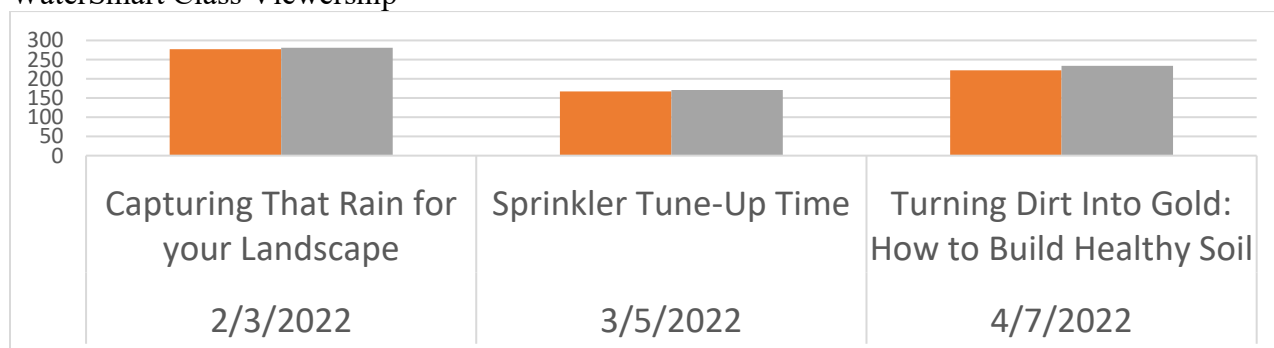
*Preliminary number as of the report date

The following table summarizes the service requests and work orders of Water Efficiency staff for September 2022:

| Work Orders | Sept 2022 | Sept 2021 |
|---------------------------------|------------|-----------|
| CHANGE TOUCH-READ TO RADIO READ | 2 | 0 |
| CONVERT TO RADIO-READ METER | 115 | 3 |
| METER BOX MAINTENANCE | 1 | 1 |
| METER REPAIR | 0 | 0 |
| METER REPLACEMENT | 2 | 0 |
| METER TESTING | 0 | 0 |
| REGISTER REPLACEMENT | 12 | 12 |
| RADIO-READ REGISTER REPLACEMENT | 10 | 7 |
| INSTALL METER | 0 | 18 |
| TOTAL | 142 | 41 |

| Service Requests | Sept 2022 | Sept 2021 |
|-----------------------------|------------|------------|
| CONSERVATION REQUEST | 33 | 14 |
| CHECK FOR LEAK | 1 | 1 |
| UNABLE TO OBTAIN METER READ | 45 | 45 |
| TRIM SHRUBS | 10 | 6 |
| METER BURIED | 26 | 29 |
| METER MAINT. | 29 | 28 |
| LOCKED GATE | 3 | 2 |
| RE-READ METER | 8 | 13 |
| READ METER | 0 | 0 |
| METER BOX MAINT. | 0 | 0 |
| MOVE-IN/MOVE-OUT | 29 | 21 |
| CAR OVER METER | 11 | 11 |
| TOTAL | 201 | 198 |

WaterSmart Class Viewership



█ = Viewership, September 1, 2022
█ = Viewership, October 5, 2022

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO EXTEND RESOLUTION 07-2021
AUTHORIZING REMOTE PUBLIC MEETINGS

STATUS : Action Item

REPORT DATE : October 9, 2022

PREPARED BY : Brittney Moore, Administrative Services Manager
Joshua Nelson, Assistant General Counsel

OBJECTIVE:

Consider extending Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

BACKGROUND AND ANALYSIS:

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

On October 20, 2021 CHWD Board of Directors adopted Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors consistent with the requirements of AB 361. CHWD Board of Directors voted 3-0 to extend Resolution 07-2021 at its November 17, 2021, December 15, 2021, January 19, 2022, and March 16, 2022 Regular Meetings, and at the February 22, 2022 Special Meeting. The Board approved additional extensions of Resolution 07-2021 at its April 20, 2022, May 18, 2022, June 15, 2022, August 17, 2022, and September 28, 2022 Regular Meetings.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the Board must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. The findings need not be in the form of a resolution, but a resolution is helpful in formalizing these findings.

Because the Board meets regularly on the third Wednesday of each month, it is possible that more than thirty days may elapse between consecutive meetings. AB 361 is silent as to whether special meetings are required on a more frequent basis to keep up with the thirty-day renewal of findings requirement, although scheduling such meetings would ensure strict compliance. Alternatively, if the Board does not meet within thirty days after its prior meeting, the Board should make its renewed findings at the beginning of its next meeting prior to any other action or discussion. If the Board wishes to continue meetings remotely, staff recommends the Board extend Resolution 07-2021 by motion, and continuously consider this Resolution as a monthly consent calendar item while there is a declared state of emergency, or until state and local orders and recommendations aimed at containing Monkeypox and the COVID-19 virus are rescinded.

RECOMMENDATION:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

ATTACHMENT:

Resolution No. 07-2021 Resolution of the Board of Directors of the Citrus Heights Water District
Authorizing Remote Public Meetings

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 07-2021

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
AUTHORIZING REMOTE PUBLIC MEETINGS

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (“CHWD”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of CHWD’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in CHWD’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, CHWD has been permitting virtual participation in meetings during the pandemic in the interest of protecting the health and safety of the public, staff, and Directors; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in CHWD, specifically, a state of emergency has been proclaimed related to COVID-19, State and Sacramento County officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

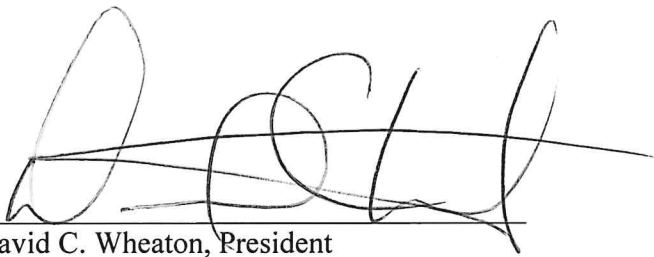
Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state and local officials in Sacramento County have recommended measures to promote social distancing in connection with COVID-19, including indoor mask recommendations and minimum recommend distance between attendees; and (3) due to the COVID-19 emergency, the transfer of novel coronavirus from person-to-person, and the associated risk of serious illness or death from COVID-19, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors and other CHWD legislatives bodies under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect October 20, 2021, and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to thirty days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED, APPROVED, AND ADOPTED this 20th day of October, 2021.

AYES:
NOES:
ABSENT:
ABSTAINED:



David C. Wheaton, President

ATTEST:



Brittney Moore, Deputy Board Clerk

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO DESIGNATE THE DISTRICT'S VOTING REPRESENTATIVE FOR THE NOVEMBER 30 GENERAL SESSION MEMBERSHIP MEETING AT THE 2022 ACWA FALL CONFERENCE

STATUS : Action Item

REPORT DATE : October 9, 2022

PREPARED BY : Brittney Moore, Administrative Services Manager

OBJECTIVE:

Consider action to designate a voting delegate for the District at the 2022 ACWA Fall Conference on November 30, 2022.

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District (District) is a voting member of the Association of California Water Agencies (ACWA). Annually, ACWA conducts a General Session Membership Meeting during its Fall Conference (Conference). This year, this meeting will be held at 12:30 p.m. on Wednesday, November 30, 2022. The purpose of this year's meeting is to conduct a vote by the membership on proposed amended and restated bylaws of ACWA (Attachment 3) as recommended by the ACWA Board of Directors at its meeting on September 23, 2022.

ACWA's meeting procedures require that one voting delegate (Delegate) from each member agency be formally designated prior to the Conference through a Proxy Designation Form (Form) (Attachment 1). ACWA has requested that the completed form be submitted by Wednesday, November 23, 2022.

Once at the Conference, the District's Delegate will need to check in at the ACWA General Session Desk on Wednesday, November 30th, between 10:00 and 11:45 a.m. to pick up handheld keypads that will be used to submit the District's vote. The Delegate must then attend the General Session Membership Meeting and vote at the appointed time.

Board Member David Wheaton, and General Manager Hilary Straus will be attending the Fall 2022 ACWA Conference this year. Staff recommends that the Board designate Director David Wheaton as the District's Delegate and General Manager Hilary Straus as the Alternate Delegate; and authorize the General Manager, or designee, to complete the Proxy Designation Form and submit it to ACWA by the requested deadline.

RECOMMENDATION:

1. Designate Director Wheaton as the District's voting delegate, and General Manager Hilary Straus as the alternate delegate for the ACWA General Session Membership Meeting.
2. Authorize the General Manager or designee to complete and submit the Proxy Designation Form to ACWA.

ATTACHMENTS:

1. ACWA Proxy Designation Form
2. ACWA Notice of General Session Membership Meeting at ACWA 2022 Fall Conference
3. Proposed Amended and Restated Bylaws

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1
ACWA Proxy Designation Form

To: Donna Pangborn, Senior Clerk of the Board

Email: donnap@acwa.com

Fax: 916-669-2425

The person designated below will be attending the ACWA General Session Membership Meeting(s) on Wednesday, November 30, 2022 (and December 1, 2022 if necessary) as our voting delegate. Please designate an alternate voting delegate to facilitate any change to your voting representation at the meeting. To change your alternate, however, you must notify Donna Pangborn of the change no later than 5:00 p.m. on Tuesday, November 29, 2022.

Member Agency's Name

Agency's Phone No.

Print Member Agency's Authorized Signatory Name

Authorized Signatory Signature

Voting delegate must be present at the membership meeting to vote.

| | | |
|---|-----------------------------------|---------------------------------------|
| Voting Delegate's Name | Voting Delegate's Email | Voting Delegate's Phone No. |
| Alternate Voting Delegate's Name | Alternate Voting Delegate's Email | Alternate Voting Delegate's Phone No. |
| Voting Delegate's Affiliation (if different from assigning agency)* | | Date |

*If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above.

ATTACHMENT 2

ACWA Notice of General Session Membership Meeting at ACWA 2022 Fall Conference



MEMORANDUM

Via U.S. Mail and Electronic Mail

TO: ACWA Member Agency Board Presidents and General Managers
CC: ACWA Board of Director
FROM: Dave Eggerton, ACWA Executive Director
DATE: October 5, 2022
SUBJECT: Notice of General Session Membership Meeting — November 30, 2022

There will be a General Session Membership Meeting at the ACWA 2022 Fall Conference on **Wednesday, November 30, 2022, at 12:30 p.m.** The meeting will be held in the Crystal Ballroom, Renaissance Esmeralda Resort Hotel, Indian Wells. The purpose of the meeting is to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies as recommended by the Board of Directors at its meeting on September 23, 2022.

Proposed Amended and Restated Bylaws

As part of ongoing efforts to ensure ACWA's Bylaws are current and reflect consistency with other governance documents and daily operations and to implement changes related to the election of ACWA's Board Officers, the Board of Directors is recommending proposed Amended and Restated Bylaws for consideration by the membership.

Staff worked with Dale Stern, Downey Brand LLP, to prepare the proposed Amended and Restated Bylaws, which include the following changes:

- Amendments to clarify language and to reflect consistency with other governance documents and daily operations
- Amendments to implement changes to the Board Officers' election process as recommended by the Election Task Force
- Amendments to incorporate California Corporations Code provisions allowing meetings to be held by electronic communication
- Restructuring and reformatting to incorporate a new numbering system

Legal Affairs Committee (LAC) Chair, Jennifer Buckman, appointed LAC member, Doug Coty, to serve as the committee's representative to review the proposed Amended and Restated Bylaws and provide an analysis pursuant to ACWA Bylaws (Article 9, Section 8). The proposed Amended and Restated Bylaws reflect the LAC's recommended edits as adopted by the ACWA Board on September 23.

Redline and clean versions of the proposed Amended and Restated Bylaws are available on ACWA's website at the link listed below. The materials have also been emailed to member agency general managers and board presidents.

<https://www.acwa.com/2022-membership-meeting/>

Voting Process

Consistent with ACWA's Bylaws, Article 9, Section 5:

- Each member of the Association shall be entitled to one vote that shall be cast by its authorized representative.
- Voters must be present at the membership meeting to vote.

ACWA will be using a voting system called Live-Tally, which will allow voters to vote using a handheld keypad.

- Member agencies must indicate their voting representative and alternate on the attached Voter Designation & Information Form as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

Deadline & Changes

The deadline for submitting the Voter Designation & Information Form is **Wednesday, November 23, 2022**. While this form identifies both a voting delegate and an alternate voting delegate for the ACWA member agency, if for any reason the member agency desires for the alternate voting delegate to vote at the membership meeting in place of its designated voting delegate, the member agency must notify ACWA in advance of its exchange of voting delegates by contacting the Senior Clerk of the Board Donna Pangborn at donnap@acwa.com or 916-669-2425 **no later than 5:00 p.m. on Tuesday, November 29, 2022**.

ACWA General Session Desk

ACWA staff will be available at the **ACWA General Session Desk**, located in the Crystal Ballroom Foyer, Renaissance Esmeralda Resort Hotel, on **Wednesday, November 30**, between **9:00 a.m. and 11:45 a.m.** to answer questions about the membership meeting and voting process.

Voters need to check in at the ACWA General Session Desk on Wednesday, November 30, between 10:00 and 11:45 a.m. to pick up handheld keypads.

If you have any questions regarding the proposed Amended Bylaws and Restated or voting process, please contact Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.

dgp

Attachments:

1. Voter Designation & Information Form
2. Proposed Amended and Restated Bylaws (redline version) – see website link above
3. Proposed Amended and Restated Bylaws (clean version) – see website link above

ATTACHMENT 3

Proposed Amended and Restated Bylaws



As recommended by the Board of Directors at its meeting on 9/23/2022.

AMENDED AND RESTATED
BYLAWS of the Association of
California Water Agencies

PROPOSED

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PROPOSED

(As amended and restated by the Members on November 29, 2017 _____, 2022)

ARTICLE 1 ~~Article 1~~ - General

Section 1.01. ¹**Name.** The name of this California nonprofit corporation shall be the Association of California Water Agencies (hereinafter referred to as the Association).

Section 1.02. **Principal Office.** The principal office for the transaction of business of the Association ~~is shall be~~ located ~~at 910 K Street, Suite 100, in~~ Sacramento, California; ~~provided, however, that the Board of Directors may change the location of the principal office by resolution and without amendment of these bylaws.~~

Section 1.03. **Purposes.** The purposes of the Association shall be to work together with its members and others for the best interests of California and its citizens and landowners who use, need and depend upon water; to encourage the orderly development of the waters of the state; to seek means of obtaining and making available to all of California a dependable water supply of the best possible quality at the lowest possible cost, giving due consideration to environmental factors involved therein; to provide inspiration and leadership in meeting and solving the water supply problems of this state; to propose and advocate such policies and measures—local, state and federal—that serve the best interests of the Association, opposing those of contrary nature; to assist in promoting the health, safety and welfare of the employees of its members; and to do all other things that are in the best interests of its members.

¹ Section numbers have been reformatted to incorporate a new numbering system throughout this document.

ARTICLE 2 ~~Article 2~~ – Membership and Dues

Section 2.01. Membership.

- (a) **Members.** Only a public district, public agency, or public organization created and operated for the purpose of controlling, treating, developing, acquiring, using or supplying water for any purpose for inhabitants or lands within the state of California, or for the protection, drainage or reclamation of lands within the state of California, may become a member of the Association. Such an entity will become a member upon written application, approval by the Board of Directors, and the payment of the required dues. Acceptance to membership shall authorize full participation in Association activities. Except as otherwise provided in ~~subsection Section 2.01~~(b) below, in no case may an organization other than a state, a political subdivision (as defined in § 1.103-1(b) of the Income Tax Regulations) of a state or an entity the income of which is excluded from gross income under § 115 of the Internal Revenue Code be a member of the Association. A member of the Association shall be in good standing if in compliance with all bylaws and requirements of membership, including timely payment of annual dues and emergency assessments.
- (b) **Honorary Life Members.** Any person who has rendered conspicuous service in furthering the purposes of the Association may, by vote of the Board of Directors, be granted an honorary life membership in the Association without payment of dues or assessments. All past presidents of the Association shall automatically be honorary life members without vote of the Board of Directors. Honorary life members shall not be entitled to a vote or to hold office automatically because of their status as honorary life members.
- (c) **Termination of Members.** Membership shall cease upon the failure of any member to pay the dues provided for in Section 2.02 of this Article. The membership of any member may be terminated at any time by such member sending written notification of its intention to withdraw to the Association's principal office. The Board of Directors may terminate the membership of any member upon 30 days' written notice by first-class mail when it is determined at any regular Board meeting or at any special Board meeting called for that purpose that continuance of such membership would not be in the best interests of the Association. Withdrawal or termination of membership ends any participation in Association activities and shall terminate a member's interest in the Association's assets.

Section 2.02. Dues. The annual dues of each member of the Association shall be established by the Board of Directors; provided, however, that any member may apply for a change in its dues because of conditions that differentiate such applicant from other members.

Section 2.03. Liability of Members. No member shall be liable for any obligation incurred by the Association with the following exception: (1) the payment of the annual dues while it remains a member;

and (2) the payment of emergency assessments, which shall not exceed 10 percent of current annual dues for each member in any calendar year while it remains a member. No emergency assessment may be levied against any member during its first two years of membership in the Association.

ARTICLE 3 ~~Article 3~~ - Officers

Section 3.01. President and Vice President.

- (a) **General.** The president and vice president of the Association shall be the elected officers of the Association. At the time of their election the president and vice president shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association. The president and vice president shall be elected by the members of the Association ~~at its fall conference~~ by written ballot in each odd-numbered year ~~before the Association's annual meeting, shall be announced at the Association's annual meeting,~~ shall take office on January 1 of the calendar year following election, and shall hold office until such time as their successors take office or are appointed. An elected president shall not be permitted to succeed himself/herself to that office. Except as provided in this Article, should vacancies occur in either office of the president or vice president, the Board of Directors shall appoint persons to fill such offices for the unexpired terms thereof.
- (b) **President.** The president shall preside at all meetings of the Board of Directors, the Executive Committee, and the general membership; shall appoint members of all committees, including the chair and vice chair of each, upon recommendation from members and regions (as communicated by the region chairs), with each such committee chair and vice chair ratified by the Board of Directors; and shall perform all other duties necessary to carry out the functions of the office. The president shall be a non-voting *ex officio* member of each committee, but shall not be an *ex officio* member of the Nominating Election Committee or the region boards.
- The president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.
- (c) **Vice President.** The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president.

Section 3.02. Executive Director/Secretary and Controller/Treasurer.

- (a) **General.** The executive director/secretary and controller/treasurer of the Association shall also be officers of the Association. The executive director/secretary shall be appointed by and hold office at the pleasure of the Board of Directors of the Association.
- (b) **Executive Director/Secretary.** The executive director/secretary shall: (1) advise and assist the Board of Directors, all committees, the boards of each region, and the workgroups of each region; (2) be responsible for administering the total operations of the Association; (3) employ, direct, and release all employed staff in accordance with the policies adopted by the Board of Directors and consistent with the budget adopted by the Board of Directors; (4) provide relevant information to the Board of Directors needed by the Board to take actions; (5) give members notice and record minutes of all meetings of the membership, Board of Directors, and Executive Committee; and (6) have such other powers and perform such other duties as may be provided and assigned by the Board of Directors directly or through the president of the Board or the Executive Committee. The executive director/secretary, with the assistance of the controller/treasurer, shall render a report to the Board of Directors at the first meeting following the close of each calendar year showing the membership of the Association, the receipts and expenditures during the year, and the work accomplished during the previous year.
- (c) **Controller/Treasurer.** The controller/treasurer shall report to and act under the direction of the executive director/secretary. The controller/treasurer shall be a signatory on all accounts held by the Association and shall act as a fiduciary for all assets of the Association.

ARTICLE 4 ~~Article 4~~ – Board of Directors

Section 4.01. Membership. The Board of Directors shall consist of:

- (a) The Association president and vice president.
- (b) The chair and vice chair of each region.
- (c) The chair of each standing committee.
- (d) The most immediate active past president.
- (e) The vice president of the ACWA/Joint Powers Insurance Authority.

Section 4.02. Term of Office. The term of office of all members of the Board of Directors shall commence on January 1 of the calendar year following election of the president and vice president, except for those persons who serve on the Board of Directors by nature of their position as chairs of standing committees, whose terms shall instead commence upon their ratification by the Board of Directors.

Except as provided in Article 4, Section 11, the term of office for all members of the Board of Directors shall terminate on December 31 of the following odd-numbered year two years later, or until their successors take office.

Section 4.03. Attendance Requirement. Any member of the Board of Directors who misses two consecutive regular Board meetings without being excused by the Board will no longer be a member of the Board of Directors.

Section 4.04. Regular Meetings. Regular meetings of the Board of Directors shall be held bimonthly at such times and places as the Board may determine.

Section 4.05. Special Meetings. Special meetings may be called by the president upon the president's own volition or shall be called by the president when requested in writing by five directors. Prior to conducting such a special meeting, the president shall consult with the Executive Committee to ensure that adequate information is available to the Board of Directors for any necessary decisions; and where such meeting is called upon the president's own volition, the president shall also consult with the Executive Committee as to the necessity of the special meeting. Notice for special meetings shall be provided in the following manner: (1) upon 10 days' written notice sent by mail to each director and addressed to each at the address as shown upon the records of the Association; or (2) upon 48 hours' notice with notice provided by electronic means. When the meeting is called upon the president's own volition, the president shall choose the form of notice; when the meeting is called by a request of five directors, the five directors shall choose the form of notice and the president shall promptly call the meeting. No business except those items described in the notice shall be transacted at any special meeting, except by consent of three-fourths of the members of the Board of Directors present.

Section 4.06. ~~Meeting Requirements and Quorums.~~ Meetings by Electronic Communication. Any meeting, ~~regular of the Board of Directors, region boards, or special,~~ any committee may be ~~held/conducted, in person/whole or in part, by telephone conference, web video conference, or other,~~ electronic transmission, or by electronic video screen communication. A member of the Board of Directors, a region board, or electronic transmission, any committee shall be deemed present in person at the meeting if the following apply:

- (a) Each director, region board, or committee member participating in the meeting can communicate concurrently with all other directors, region board, or committee members.
- (b) Each director, region board or, committee member is provided the means of participating in all matters before the board, region board, or committee, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Association.

Section 4.07. Quorum. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters or enforcement of violations of the code of conduct.

Section 4.08. Alternates. Each region shall designate an alternate for each chair and vice chair, who shall meet the qualification requirements for chair and vice chair, to act at meetings of the Board of Directors when the chair or vice chair is unable to attend. The vice chair of each standing committee will be the alternate to act at meetings of the Board of Directors when the [standing committee](#) chair is unable to attend. An alternate may not act or vote on behalf of more than one member of the Board of Directors. A member of the Board of Directors may not act as an alternate for any other member.

Section 4.09. Vacancies for Standing Committee Chairs and Vice Chairs. Should a vacancy occur in the office of any standing committee chair or vice chair before the end of the term, the president shall appoint a new committee chair or vice chair to fulfill the unexpired term of such committee chair or vice chair subject to ratification by the Board of Directors. A vacancy in the office of any such standing committee chair or vice chair as described in the previous sentence shall be deemed to exist when the chair or vice chair: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

Section 4.10. Duties, Authorities, and Delegation. Subject to the provisions and limitations of California Nonprofit Corporation Law, other applicable laws, and the provisions of these bylaws, the Association's activities and affairs are to be exercised by or under the direction of the Association's Board of Directors. The Board of Directors is responsible for the overall supervision, control, and direction of the Association. The Board of Directors shall: (1) employ and release the executive director/secretary; (2) set performance expectations for the executive director/secretary; (3) receive, review, and consider approval of executive director/secretary recommended compensation, other terms and conditions of employment, and annual evaluations as prepared by the Executive Committee; (4) annually adopt a budget; and (5) set the level of dues for the Association. Except as to the duties listed in the previous sentence, and subject to Article 3, Section 2, the Board of Directors may delegate the supervision, control, and direction of the Association's affairs to any person or group, including a committee, provided the Association Board retains ultimate responsibility for the actions of such person or group. Where such powers are delegated, the delegation shall be documented in writing.

Section 4.11. Immediate Past President. The immediate past president automatically assumes this position after serving as the Association's elected president and is a voting member of the Board of Directors and Executive Committee. The term of office for the immediate past president shall commence on January 1 of the calendar year following election of the president and vice president and shall terminate on December 31 of the following odd-numbered year two years later. In the event the most immediate active past president is unavailable to serve, the most recent and available active past president in succession shall serve in this capacity.

Section 4.12. Code of Conduct of Board Members.

- (a) **Code of Conduct: Purpose and Adoption.** The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the

Association's commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.

- (b) Violations and Enforcement Process.** A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publically censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a copy of the complaint. A Director that takes any hostile or retaliatory action, directly or indirectly, against a complainant is subject to removal from the Board in conformance with the process identified above. Prior to scheduling a Board action on a complaint, the president shall consult with the Executive Committee and the chair of the Legal Affairs Committee. A Director accused of a violation of the code of conduct shall be provided at least 15 days' written notice of any meeting of the Board at which a determination of enforcement will be considered. A determination of enforcement may be made only at a regular meeting of the Board and shall be made in closed session. The determinations of the Board under this section shall not be admissible in any criminal or civil proceeding brought against the Director for conduct that violates any other law.

ARTICLE 5~~Article 5~~ – Regions

Section 5.01. Boundaries of Each Region.

- (a)** There shall be a maximum of 10 regions within the state. The Board of Directors shall determine the regional boundaries. Insofar as is practicable, the regions shall have a numerical balance in members of the Association; make geographic sense; and promote regional problem solving.
- (b)** A member of the Association may file a written petition to the Board of Directors requesting a change in regions. Such petition shall set forth the reasons for such requested change. The Board shall, within a reasonable time, act upon such petition and set forth the reasons for its action. Such action by the Board shall be based on factors in

[Section 5.01](#)(a) above, as well as others deemed by the Board of Directors to be relevant to the decision.

Section 5.02. Officers.

- (a) The officers of each region shall be a chair and vice chair and three to five region board members who shall be elected by the region ~~by September 30, or the preceding Friday if September 30 falls on a weekend, of~~ in each odd-numbered ~~years~~year. A region may maintain a board of fewer than five but not less than three members as provided in the region's rules and regulations. The officers of the region board shall take office on January 1 of the calendar year following election and shall hold office for two years, or until their successors take office. Regions shall hold elections by electronic ballot. ACWA staff shall verify the legitimacy of the ballots.
- (b) The officers of each region shall: (1) exercise the powers and perform duties of the region during the interim between region meetings; and (2) make recommendations to the president regarding appointments to committees. The chair and vice chair shall be the region's representatives to the ACWA Board of Directors.
- (c) Each officer of a region shall be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the office, the individual may not serve during the remaining term of that office unless that individual can again meet the criteria for the office and is appointed to complete the term. The region board may adopt more stringent criteria for board member qualifications as part of the region's rules and regulations.
- (d) Should a vacancy occur in any of the region board positions before the end of the term, the remaining members of the region board shall appoint a new member. A vacancy in the office of any region board position shall be deemed to exist when a region board member: (1) resigns the office; (2) no longer is an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member of the Association to represent that member; or (3) is otherwise removed by a member agency of the Association.

Section 5.03. Nominating Committees. There shall be a nominating committee for each region consisting of three or more designees, each representing a member of the Association located within the region, appointed by the chair of the region and approved by the region board. Nominating committees shall be formed by February 28 of each odd-numbered year. ~~The nominating committee shall announce its nominations for chair, vice chair, and region board members by August 1 of an election year. All regions must complete the election process by September 30 of the election year, or the preceding Friday if the September 30 falls on a weekend.~~

Section 5.04. Meetings. The meetings of each region shall be held at both the spring and fall conferences and at such other times and places as may be determined by the region chair. Representatives of five or more members of the Association from the region present at any region meeting shall constitute a quorum for purposes of conducting the business of the region. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission, [as set forth in Section 4.06](#).

Section 5.05. Workgroups. Workgroups may be appointed by the region chair as needed.

Section 5.06. Rules. Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association. Each region shall abide by the code of conduct adopted by the Board of Directors of the Association.

ARTICLE 6 ~~Article 6~~ – Executive Committee

Section 6.01. Membership. There shall be an Executive Committee consisting of the following: the president of the Association, who shall be the chair thereof; the vice president; the most immediate active past president; the chair of the Finance Committee; and three at-large representatives selected from and by the members of the Board of Directors. The election of the three at-large representatives to the Executive Committee shall occur at the first Board of Directors meeting held in each even-numbered year and the elected representatives shall serve immediately following their election and until such time as their successors take office. To the extent practical, the Executive Committee should be constituted so as to reflect the geographic extent of the Association and the functions of the members of the Association.

Section 6.02. Powers. The Executive Committee shall have the following authority:

- (a) **Personnel.** Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors; (4) establish personnel policies for the conduct and behavior of employees, which shall be reviewable by the Board of Directors; and (5) undertake such other personnel actions as may be requested by the executive director/secretary in support of his or her oversight of all other personnel matters, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors.

- (b) **Delegation.** The Executive Committee may act pursuant to any authority specifically delegated to it by the Board of Directors. The delegation shall indicate whether the authority is still subject to the ultimate authority of the Board.
- (c) **Authority to Act Between Meetings.** The Executive Committee may act for the Board of Directors between Board meetings when calling a special meeting of the Board of Directors is impracticable, provided that no such action of the Executive Committee shall be binding on the Board of Directors until authorized or approved by the Board. The Executive Committee has the authority to authorize actions recommended by the Legal Affairs Committee (such as the filing of letter briefs and amicus curiae briefs) by electronic means without the need for an in-person or telephonic meeting, but such actions shall be ratified by the Board of Directors at its next meeting.

Section 6.03. Reporting. The president, or any person designated by the president, shall report to the Board of Directors, at each regular Board meeting, any action taken by the Executive Committee since the last preceding regular Board meeting. The minutes of Executive Committee meetings, which at that time may still be in draft form, shall be mailed (using the U.S. Postal Service, express delivery, electronic means, or otherwise) to each member of the Board of Directors at least five days prior to Board meetings, except in cases in which the Executive Committee meets during or immediately prior to a conference of the Association or immediately prior to a Board meeting, in which case the minutes, which may still be in draft form, shall be mailed to each director promptly thereafter.

Section 6.04. Meetings. The Executive Committee shall hold regularly scheduled meetings as set by the president. Special meetings of the Executive Committee may be called by the president upon notice to the members of that committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 24 hours' notice with notice provided by electronic means; and all such meetings shall be open to the Board of Directors. Any meeting, regular or special, may be held in person or by telephone conference, web video conference, or other electronic video screen communication or electronic transmission, as set forth in Section 4.06. All members of the Board of Directors may attend any meeting of the Executive Committee. Meetings of the Executive Committee may be closed to others at the discretion of the president or committee. Only members of the Executive Committee are allowed to vote on matters at a meeting of the committee.

Section 6.05. Minutes. The minutes of the Executive Committee meetings shall be kept by the executive director/secretary at the Association's principal office. Actions of the Executive Committee shall be reported to the Board of Directors as provided in Section 3 of this Article and shall be available to any member of the Board of Directors upon request to the executive director/secretary.

ARTICLE 7 ~~Article 7~~ – Standing Committees

Section 7.01. Qualification. In order to serve on any ACWA standing committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other

representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the term of the appointment, the individual may not serve during the remaining term of that appointment unless that individual can again meet the criteria for appointment and is appointed to complete the term.

Section 7.02. Term of Office. The term of office of standing committee members shall be two years commencing on January 1 of each even-numbered year. The term of office of standing committee chairs and vice chairs shall be approximately two years and shall commence as soon after January 1 of the even-numbered year as they may be appointed by the president and ratified by the then-seated Board of Directors, and shall terminate on December 31 of the odd-numbered year approximately two years later or until their successors are appointed and ratified.

Section 7.03. Meetings. Meetings of standing committees may be called at such times and places designated by the respective chair thereof except where provided otherwise by these bylaws. [Any meetings of standing committees may be conducted, in whole or in part, by electronic transmission or by electronic video screen communication, as set forth in Section 4.06.](#) Subject to the provisions of these bylaws and any actions that may be taken by the Board of Directors, the chairs of each standing committee may establish their own rules for the efficient operation of the committee they each chair. The chairs of each standing committee are authorized to create subcommittees and workgroups in order to complete the work of the committee.

Section 7.04. Committee Composition. Each limited standing committee shall have a membership composition that is comprised of members in the quantity and with qualifications as defined by the provisions of these bylaws. The committee chair position shall not be included in the maximum count for determining the committee composition total of any given limited committee. The committee chair shall, however, be a voting member of their respective committees subject to the rules and procedures of each committee. [If the chair is absent, the vice chair shall fill the role of the chair during such absence.](#)

Section 7.05. Agriculture Committee. There shall be an Agriculture Committee whose duty it shall be to recommend Association policy, positions and programs to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. The committee shall consist of at least one member from each region.

Section 7.06. Business Development Committee. There shall be a Business Development Committee whose duty it is to develop and recommend to the Board of Directors programs and activities to be provided or administered by the Association that generate non-dues revenue and provide a service or benefit to member agencies. The committee shall consist of at least one member from each region and may include members from any of the other standing committees.

Section 7.07. Communications Committee. There shall be a Communications Committee whose duty it shall be to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association and to promote development of sound

public information and education programs and practices among member agencies. The committee shall consist of no more than 40 members. The committee shall consist of at least one member from each region.

Section 7.08. Energy Committee. There shall be an Energy Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one member from each region.

Section 7.09. Federal Affairs Committee. There shall be a Federal Affairs Committee whose duty it shall be to review all federal legislative proposals and regulatory proposals affecting member agencies, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for member agencies; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one, but no more than five members from each region.

Section 7.10. Finance Committee. There shall be a Finance Committee whose duty it shall be to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. The committee shall consist of the president and vice president of the Association as *ex officio* members, either the chair or vice chair from each of the Association's 10 region boards, and one additional member from each region with experience in financial matters.

Section 7.11. Groundwater Committee. There shall be a Groundwater Committee whose duty it shall be to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. The committee shall consist of at least one member from each region.

Section 7.12. Legal Affairs Committee. There shall be a Legal Affairs Committee whose duty it shall be to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to member agencies, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to the member agencies and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 34 and 44 attorneys, each of whom shall be a member of the California Bar and shall be, or act as, counsel for a member agency, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. The committee shall consist of at least one member from each region.

Section 7.13. Local Government Committee. There shall be a Local Government Committee whose duty it shall be to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California. The committee shall consist of at least one, but no more than three members from each region.

Section 7.14. Membership Committee. There shall be a Membership Committee whose duty it shall be to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. The committee shall consist of at least one member from each region.

Section 7.15. State Legislative Committee. There shall be a State Legislative Committee whose duty it shall be to review all state legislative proposals affecting member agencies and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for member agencies; and assist in the establishment of the Association's legislative program. The committee shall consist of members representing a variety of types of member agencies and at least one, but no more than four members from each region.

Section 7.16. Water Management Committee. There shall be a Water Management Committee whose duty it shall be to recommend policy and programs to the Board of Directors on any area of concern in water management. The committee shall consist of at least one, but no more than four members from each region.

Section 7.17. Water Quality Committee. There shall be a Water Quality Committee whose duty it shall be to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested member agencies to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. The committee shall consist of at least one member from each region.

ARTICLE 8 ~~Article 8~~ – Special Councils, Committees, and Task Forces

Section 8.01. Council of Past Presidents. There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association's Board meetings.

Section 8.02. ~~Nominating Election~~ Committee. There shall be ~~a Nominating an Election~~ Committee consisting of ~~five or more persons appointed by the president prior to the Association's fall conference~~ eleven representatives established by February 28 of ~~in~~ each odd-numbered year, whose

purpose shall be to ~~nominate~~present qualified individuals for the offices of president and vice president of the Association. The ~~Nominating~~Election Committee shall ~~publish its nominations for the offices of yet all candidates to determine if the eligibility criteria have been met. The Election Committee will endorse a preferred candidate for~~ president and vice president ~~of the Association not less than 10 or more than 90 days before the membership meeting is held at fall conference. Additional nominations may be made by any member of the Association presenting an open ballot with all qualifying candidates to the members for candidates for the office of president a vote in the manner set forth in Section 9.10 and vice president. Additional nominations~~Section 9.11.

(a) Selection. ~~The Election Committee shall be made selected in the following manner:~~

(1) Each of the 10 currently seated Region Boards in the odd-numbered year shall appoint a representative from the floor their respective regions to serve on the Election Committee.

(2) One representative appointed by the president in the odd-numbered year shall also serve on the Election Committee. Neither the president nor the vice president qualifies to be appointed to this position.

(b) Qualification. ~~In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the election of president and vice president at the membership meeting scheduled for said purposes cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.~~

Section 8.03. Other Committees and Task Forces. Other committees and task forces may be appointed by the president from time to time as needed, consistent with and supportive of the mission of the Association.

ARTICLE 9~~Article 9~~ – Meetings of Members

Section 9.01. Meetings. Meetings of the members of the Association shall be held at the Association's conferences ~~at such times as may be determined by to provide a report to the Board of Directors to~~

~~conduct necessary business and to elect members on~~ the Association's activities during the past year, provide an overview of the Association's finances, announce the newly elected president and vice president, which occurs at of the fall conference Association in each odd-numbered year, and to transact such other proper business as may come before the meeting.

Section 9.02. Special Meetings. Special meetings of the members of the Association may be called by the Board of Directors, the president of the Board of Directors, or by 5 percent or more of the members of the Association. Except when called by the Board, a request for a special meeting must be in writing and must be delivered in person or mailed by first-class mail addressed to the president of the Board at the principal office of the Association, with a copy to the executive director/secretary. The request must state the general nature of the business proposed to be transacted at the meeting.

A special meeting that has been called by written request of 5 percent of the member agencies of the Association to the Board of Directors shall be set by the Board of Directors on a date that is not less than 35 or more than 90 days after receipt of the request.

Section 9.03. Meetings by Remote Communication. Any meeting of the members may be conducted, in whole or in part, by electronic transmission by and to the Association or by electronic video screen communication. The member shall be deemed present in person at the meeting if the following apply:

- (a) The Association implements reasonable measures to provide the member a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with those proceedings.
- (b) If any member votes or takes other action at the meeting by means of electronic transmission to the Association or electronic video screen communication, a record of that vote or action is maintained by the Association.
- (c) The Association verifies that each person participating remotely is an authorized representative of a voting member.

~~Section 9.03.~~ **Section 9.04. Notice Requirements for Membership Meetings.** Written notice of any membership meeting shall be given to each voting member of the Association. The notice shall state the date, time, and place of the meeting; the means by which members may participate; and the general nature of the business to be transacted. ~~The notice of any meeting at which Board officers are to be formally nominated and elected shall include the names of the recommended slate of candidates for the offices of president and vice president in addition to the election procedures.~~ The member notification information shall also be posted on the Association's website.

Except as otherwise provided in these bylaws or California law, a written notice of regular membership meetings shall be given not less than 10 or more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote; provided, however, that if

notice is given by mail, and the notice is not mailed by first-class, registered, or certified mail, that notice shall be given not less than 20 days before the meeting.

~~Section 9.04.~~Section 9.05. **Notice Requirements for Special Meetings.** The executive director/secretary shall cause notice to be given to all members of the Association of the date, time, and place of the meeting and the general nature of the business to be transacted at the meeting. No business except that specified in the request and notice may be transacted at said special meeting. If notice of the requested special meeting is not given within 20 days after receipt of the request, the person or persons requesting the meeting may give the notice.

~~Section 9.05.~~Section 9.06. **Voting.** Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member's responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identify of that member's authorized representative for the purpose of casting ballots in any election of president and vice president. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.

~~Section 9.06.~~Section 9.07. **Amendment of Bylaws.** These bylaws may be amended or revised by two-thirds of the member agencies of the Association present and voting at any meeting.

~~Section 9.07.~~Section 9.08. **Quorums.** The presence of the authorized representative of 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president.

~~Section 9.08.~~Section 9.09. **Amendments, Revisions, and Resolutions.** Before any amendments or revisions to the bylaws, or resolutions, may be considered at any meeting of the Association, any such amendment, revision, or resolution shall be submitted to the executive director/secretary at least 90 days prior to the first day of such meeting. The executive director/secretary shall promptly distribute any proposed amendments or revisions to the Legal Affairs Committee for the Legal Affairs Committee to develop an unbiased analysis of the amendments or revisions. Following development of an analysis for the proposed amendments or revisions, the executive director/secretary shall distribute copies of any resolutions, amendments or revisions, including any applicable analyses, to all members of the Association not less than 10 days or more than 90 days prior to presentation at such meeting. The written notice of the membership meeting shall be given to each voting member of the Association consistent with the provisions defined in Section 39.04. The 90-day rule may be suspended at any meeting of the Association by consent of three-fourths of the members present. Voting on resolutions, amendments, or revisions shall proceed as provided by Sections 59.06 and 6 of this Article 9.07.

~~Section 9.09.~~Section 9.10. **Nomination of President and Vice President.**

- (a) Qualification. At the time of their election, the president and vice president of the Association shall each be an elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association.
- (b) Nominating ~~Committee~~ Process Resolutions. All nominations for the positions of president and vice president shall be accompanied by an official resolution from the Association member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.

~~Section 9.09 (a) Nominations from the Floor. Additional nominations may be made by any member of the Association for the office of president and vice president. Said nominations and seconds shall be made from the floor during the election of the offices of president and vice president at the membership meeting scheduled for said purposes (as provided for in the penultimate sentence of Article 8, Section 2). Such nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.~~

Section 9.11. Election of President and Vice President. Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election.

Section 9.12. Write-In Candidates. If a write-in candidate prevails in any election for president or vice president, such individual shall not be officially elected into such position until the Election Committee confirms that the individual meets the eligibility criteria and qualifications requirements.

Section 9.13. Run-off Election for President and Vice President. In the event a nominee does not receive a majority of the votes for president or vice president, a run-off election shall be held for the office or offices for which a majority of the votes have not been received. The run-off election shall only involve the nominees who received the two highest amounts of votes. The run-off election shall be conducted in the same manner as the initial election.

~~Section 9.10.~~Section 9.14. **Additional Procedures for Election of ~~Officers~~ President and Vice President.** The Board shall have the authority to develop additional procedures adopt policies for elections

("Election Policy") of president and vice president [setting forth the details for the election of such positions](#) when not otherwise [contrary to or](#) covered by these bylaws.

ARTICLE 10~~Article 10~~ – Indemnification of Directors, Officers, and Other Agents

Section 10.01. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 7237(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 7237(a) of the California Corporations Code.

Section 10.02. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 7237(b) or Section 7237(c) of the California Corporations Code, the Board shall promptly determine under Section 7237(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 7237(b) or Section 7237(c) has been met and, if so, the Board shall authorize indemnification.

Section 10.03. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

Section 10.04. Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer's, director's, employee's or agent's status as such.

ARTICLE 11~~Article 11~~ – Miscellaneous

Section 11.01. Conduct of Meetings. All meetings of the Association shall be conducted in accord with the code of conduct and in substantial accordance with the latest edition of Robert's Rules of Order Newly Revised unless the Board adopts alternate rules of conduct for itself and/or its committees, region boards, and region workgroups.

Section 11.02. Funds. The funds of the Association shall be used to further the aims and purposes of this Association. They shall be kept by the controller/treasurer and paid out by checks or other electronic means, which shall only be valid with two authorized signatures. The Board of Directors shall designate

by resolution which persons, other than the controller/treasurer, may sign for expenditures. The Finance Committee shall implement procedures to ensure necessary internal controls over the receipt and expenditures of Association funds and arrange for an external audit. Audit reports shall be presented to the Board of Directors.

Section 11.03. Disposition of Assets upon Dissolution. The Association’s properties and assets are irrevocably dedicated to the fulfillment of the Association’s purposes as described in Article 2 of the Articles of Incorporation. No part of the Association’s net earnings, properties and assets, on dissolution or otherwise, may inure to the benefit of any private person. Upon the dissolution of the Association, all debts thereof shall be paid and its affairs settled, and all remaining assets shall be distributed to the Association’s member political subdivisions for a public purpose, consistent with the provisions of the California Nonprofit Corporation Law relating to public-mutual benefit corporations then in effect and with the Articles of Incorporation.

Section 11.04. Definitions. As used in these bylaws, the term “notice provided by electronic means” shall refer to notice given by fax or e-mail.

Amended comprehensively December 1, 2010

Amended May 9, 2012

Amended May 7, 2014

Amended December 2, 2015

Amended November 29, 2017

Amended & Restated _____, 2022

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT : APPROVAL OF ERRATA FOR THE 2020 URBAN WATER MANAGEMENT PLAN AND WATER CONSERVATION PROGRAM

STATUS : Action Item

REPORT DATE : September 27, 2022

PREPARED BY : Rebecca Scott, Director of Operations
Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Consider approval of errata (minor edits) to CHWD's Water Shortage Contingency Plan (WSCP) contained in the 2020 Urban Water Management Plan (UWMP), and CHWD's Water Conservation Program.

BACKGROUND AND ANALYSIS:

The California Urban Water Management Planning Act, Water Code section 10610, et seq. (the Act) requires the District to adopt and submit an Urban Water Management Plan (UWMP). The Act also mandates that the District prepare and adopt, in accordance with prescribed requirements, a Water Shortage Contingency Plan (WSCP) as part of its UWMP. The CHWD Board of Directors adopted the 2020 UWMP on June 16, 2021 (Resolution 03-2021), which included the District's WSCP (Resolution 04-2021). At the same meeting, the Board also adopted the District's Water Conservation Program (Ordinance 01-2021).

The WSCP provides the actions the District should take at each phase of water shortage, including messaging and enforcement actions. The District's WSCP and Water Conservation Program (WCP) both state dollar amounts for assessed fines at each stage of a water waste infraction (currently \$50/\$150/\$250 for the first, second, and third violations, respectively). The District also maintains a generic penalty fee structure in its miscellaneous charges and fees that are typically brought to the Board annually for review.

In order to maintain consistency and house this penalty fee structure in one place, staff is recommending that the penalty dollar amounts be removed from the WSCP and WCP and remain in the District's miscellaneous charges and fees. Major changes to an adopted UWMP require a 60-day public notice period and a public hearing. Staff received confirmation from the Department of Water Resources (DWR) that simply removing the dollar amounts from the penalty language of the WSCP is not significant enough to merit the amendment process, which would require a 60-day notice, public hearing, and approval by the governing board. These minor changes will be made and submitted to DWR through the errata process.

Therefore, staff recommends that the Board approve the errata to the 2020 UWMP, which includes minor changes to the WSCP, and the same errata to the District's Water Conservation Program. Once approved, staff will upload the errata to DWR's portal as required.

RECOMMENDATION:

Approve the errata to CHWD's Water Shortage Contingency Plan (WSCP) contained in the 2020 Urban Water Management Plan (UWMP), and the same errata in the CHWD's Water Conservation Program.

ATTACHMENTS:

1. CHWD Water Shortage Contingency Plan with errata redlined (excerpt from the District's UWMP)
2. CHWD Water Shortage Contingency Plan with errata
3. CHWD Water Conservation Program with errata redlined
4. CHWD Water Conservation Program with errata

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1

**CHWD Water Shortage Contingency Plan
with errata redlined**

6 Water Shortage Contingency Plan

This Water Shortage Contingency Plan (WSCP) presents Citrus Heights Water District's (CHWD) approach for identifying and mitigating various water shortage conditions, pursuant to California Water Code (CWC) section 10632. This WSCP is included in the District's 2020 Urban Water Management Plan (UWMP), although the WSCP can be amended, as needed, without the requirement to amend the UWMP. It is noted that the CWC does not exclude the District from taking actions not specifically contained in its WSCP in response to supply shortage conditions.

This WSCP applies to any shortage condition identified or incurred by the District, including shortages identified by the annual assessment. Further, the WSCP shortage levels are also applicable to catastrophic interruption in supplies, including but not limited to, an earthquake, a regional power outage, and other emergency events.

6.1 Legal Authorities

The District has the legal authority to implement and enforce its WSCP. California Constitution Article X, Section 2 and CWC section 100 provide that water must be put to beneficial use, the waste or unreasonable use or unreasonable method of use of water shall be prevented, and the conservation of water is to be exercised with a view of the reasonable and beneficial use thereof in the interest of the people and the public welfare. Sections of CWC Chapter 3 commencing with Section 350 of Division 1, provide the authority for the governing body of a water agency to declare a water shortage and to adopt and enforce water conservation restrictions. (CWC §§ 350-359, 375-378.0.)

If necessary, the District shall declare a water shortage emergency in accordance with CWC Chapter 3 of Division 1. Once having declared a water shortage, the District is provided with broad powers to implement and enforce regulations and restrictions for managing a water shortage. For example, CWC section 375(b) grants the District with the authority to set prices to encourage water conservation.

Under California law, including CWC Chapters 3.3 and 3.5 of Division 1, Parts 2.55 and 2.6 of Division 6, Division 13, and Article X, section 2 of the California Constitution, the District is authorized to implement the water shortage actions outlined in this WSCP. In water shortage cases, shortage response actions to be implemented will be at the discretion of the District and will be based on an assessment of the supply shortage, customer response, and need for demand reductions as outlined in this WSCP.

CHWD is organized under the Irrigation District Law (CWC §§ 20500-29978) and is authorized to do any act necessary to furnish sufficient water in the district for any beneficial use (CWC § 22075), and is therefore granted the authority to enforce its rules and regulations. As a public entity, the District is authorized to "adopt and enforce a water conservation program to reduce the quantity of water used by those persons for the purpose of conserving the water supplies of the public entity" (CWC § 375). For the ordinance or resolution regarding the adoption of a conservation plan, the ordinance/resolution is made effective upon adoption (CWC § 376).

The aforementioned powers derived from CHWD’s organizing statutes are in addition to general powers granted to water distributors in CWC section 350-359. CWC section 350 authorizes the governing body of a distributor of a public water supply to declare a water shortage emergency whenever it finds and determines that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the distributor to the extent there would be insufficient water for human consumption, sanitation, and fire protection. Upon a finding of such an emergency condition, the distributor can adopt such regulations and restrictions on the delivery and consumption of water as will conserve the water supply for the greatest public benefit, with particular regard to domestic use, sanitation, and fire protection (CWC § 353). The regulations and restrictions remain in force and effect until the supply of water available for distribution within such area has been replenished or augmented, and restrictions may include the right to deny new service connections and discontinue service for willful violations (CWC § 355 and § 356).

The District will vote to adopt its UWMP and WSCP as stated in Resolutions No. 03-2021 and No. 04-2021, respectively. The two Resolutions authorize the implementation and enforcement of this WSCP, which is included in the 2020 UWMP.

It is noted that upon proclamation by the Governor of a state of emergency under the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code) based on drought conditions, the state will defer to implementation of locally adopted water shortage contingency plans to the extent practicable.

CHWD will also coordinate with the City of Citrus Heights, as well as the counties of Sacramento and Placer for the possible proclamation of a “local emergency” under California Government Code, California Emergency Services Act (Article 2, Section 8558).

6.2 Water Supply Reliability Analysis

CHWD’s water supply consists of surface water purchased from San Juan Water District (SJWD) and locally produced groundwater from its own wells. Both supply sources can be impacted by climate factors, catastrophic events, and regulatory measures. The District evaluates its overall water supply reliability through its Urban Water Management Plan, as well as through other regional and San Juan Water District planning efforts. The following summarizes the District’s current understanding of its supply reliability.

SJWD holds a pre-1914 appropriative water right of 26,400 acre-feet per year (AFY) and an appropriative water right of 6,600 AFY both from the American River. The senior water right status prompted the U.S. Department of the Interior, Bureau of Reclamation (USBR) to enter into an agreement with SJWD upon construction of Folsom Reservoir, setting the District’s maximum diversion under its water rights to 33,000 AFY at a rate of 75 cubic feet per second. SJWD also has the following contractual water entitlements: (1) a Central Valley Project (CVP) water supply contract for 24,200 AFY; and (2) a water supply contract with Placer County Water Agency (PCWA) for 25,000 AFY. SJWD has an existing Warren Act Contract with USBR to wheel non-CVP water supply through federal facilities, such as Folsom Reservoir and the intake facilities that connect to the District’s water treatment plant (WTP).

The District's groundwater supplies are projected to be available for pumping during drought periods. The groundwater supply, the North American Subbasin, is sustainably managed by all the region's pumpers in coordination with the region's groundwater sustainability agencies. The District does not currently project any groundwater shortages during a drought lasting up to five years. However, the ability to pump the groundwater may be limited by regulatory or legal requirements, including under the Sustainable Groundwater Management Act (SGMA). The District will address these restrictions as they materialize and modify its water shortage supply strategy as necessary.

The surface water supply purchased from SJWD is subject to reliability challenges during a drought. CHWD's current strategy to address supply shortages includes both demand reductions and increasing groundwater pumping depending on the declared shortage, as described below.

6.3 Annual Water Supply and Demand Assessment Procedures

The District conducts an annual analysis of supply and demand projections to help inform water resources management decisions for the coming year. The analysis incorporates numerous data sources used as evaluation criteria to project probable demands and supply availability for the coming year. Sources the District will consider include:

- Projected weather conditions
 - Precipitation versus historical on a monthly basis
- Projected Unconstrained Demand
 - Production versus historic on a monthly basis
 - New customer growth
 - Identify artificially supplied water features separate from swimming pools and parks
 - Water Use Objective tracking
- Projected Supply Availability
 - SJWD supply projections
 - Groundwater production capacity

The general procedure is listed below. The District may modify this process based on available data, significant events, process restrictions, or other external factors that may impact the process.

1. Compile existing weather data to characterize past 12 months' conditions. Considering recent conditions and available forecasts, identify the projected dry year scenario available supply from :
 - SJWD-provided supply availability
 - CHWD groundwater well current capacity
2. Estimate unconstrained District demands based on recent and representative customer use data. Development of unconstrained demand will incorporate recent use patterns (unit factors for each customer type) and anticipated customer growth.
3. Identify and incorporate any applicable constraints (infrastructure, regulatory, etc.) regarding receiving wholesaler supply or groundwater production.

4. Compare projected wholesaler supplies and available groundwater production facilities with anticipated District demands.
5. Develop, analyze, and propose water resource management strategies to address the projected demand to supply comparison, including reference to the water shortage stages identified in this WSCP.
6. Present to Board of Directors for approval of Annual Water Supply and Demand Assessment (and resulting Conservation Stage Declaration, if applicable).

The general proposed timeline is as follows:

- Begin assessment by District staff – March/April
- Present assessment to Board of Directors – June
- Submit to State per CWC §10632.1 – No later than July 1

6.4 Water Shortage Stages

The following subsections and tables present information on the District’s supply scenarios, including Normal Water Supply and the six standard water shortage stages. Results from the annual Water Supply and Demand Assessment are used to declare a respective shortage stage.

No provisions of this WSCP shall apply to fire hydrants, fire mains, fire sprinkler lines, or other equipment used solely for fire protection purposes. Nor shall any provisions apply to any hospital, health care or convalescent facility, or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are encouraged to conserve water to the extent possible. However, this WSCP does apply to the outdoor grounds, yards, and parking areas of these facilities.

6.4.1 Normal Water Supply

The District’s water supply and distribution system is able to meet all the water demands of its customers in the immediate future. Regulations for Normal Water Supply apply to all stages and include the following:

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer’s property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached to any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.

6. Washing streets, parking lots, driveways, sidewalks, or buildings, is prohibited except as necessary for health, esthetic, or sanitary purposes.
7. Customers are encouraged to take advantage of the District's water conservation programs and rebates.

Stage 1 – 10% Supply Shortage

Actions include regulations from Normal stage plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 10 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 10 Percent

- Reduce total water use by 10%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
- Users of construction meters and fire hydrant meters will be monitored for efficient water use.

District Actions

- Leak repair receives higher priority.
- Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
- Standard rates in effect.
- Increased monitoring of customer use.
- Accelerate infrastructure repairs and improvements.
- Increase groundwater pumping as available.

Stage 2 – 20% Supply Shortage

Actions include regulations from Stage 1 plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 20 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 20 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.
- Reduce total water use by 20%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Requested to only irrigate three times per week.
- Application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall is prohibited.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Decrease system flushing frequency.
- Increase groundwater pumping as available.

Stage 3 – 30% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 30 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 30 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
- Special Water Feature Distinction - All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds, or streams. Water use for ornamental ponds and fountains is prohibited.
- Reduce total water use by 30%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays, or Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
- Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
- Use of reclaimed water for construction purposes is encouraged.
- Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
- Installation of new turf, lawn, and/or landscaping is prohibited.
- Restaurants shall serve water only upon request.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 4 supply shortage condition.
- No commitments will be made to provide service for new water service connections unless the Department of Water Resources Model Water Efficient Landscape Ordinance, found at: <http://www.water.ca.gov/wateruseefficiency/docs/MWEL09-10-09.pdf>, is followed and the plans have been approved by the county or city building department which has jurisdiction over the property location. Any authorized landscape for new connections is subject to all restrictions set forth in Stage 3.

Stage 4 – 40% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 40 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 40 Percent

- Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.
- Reduce total water use by 40%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Irrigation is allowed only once per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays; even addresses shall limit watering to Thursdays.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 5 supply shortage condition.
- New connections to the District's water distribution system will not be allowed.

Stage 5 – 50% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 50 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 50 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
- Reduce total water use by more than 50%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Landscape and pasture irrigation is prohibited.
- Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
- No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.
- Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 6 supply shortage condition.

Stage 6 – Over 50% Supply Shortage

Actions include regulations from preceding stages plus those listed below. Actions will be identified to address each specific shortage situation to eliminate the gap between supplies and demands.

Customers - Actions to Reduce Demand greater than 50 Percent

- Health and safety use of water only.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Other actions as identified specific to the shortage condition.
- Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.

6.5 Enforcement and Variances

Enforcement measures for all stages, including Normal Water Supply, are presented below.

- A. Upon initial observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, the violator shall be informed of the District's current Water Conservation Stage Regulations, shall be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations, including potential penalties as set forth in the District's miscellaneous charges and fees.
- B. Upon a second observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A ~~\$50.00~~ penalty will be applied to the customer's account for noncompliance with the Mandatory Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- C. Upon a third observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A ~~\$100.00~~ penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A ~~\$250.00~~ penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Water Conservation Stage Regulations may present an undue hardship may request a variance from the District. Variance requests shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Water Conservation Stage Regulations. A variance request will be approved or denied in writing by the District's General Manager or the Board of Directors.

F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Water Conservation Stage Regulations.

6.6 Communication Protocols

Communication protocols for the WSCP include public outreach and notification to entities within the District upon a change in stage declaration. Information shall include the appropriate shortage response actions for the declared stage. Such communication will be delivered by direct mail, District website, and media outlets. Other regional agencies, including SJWD and RWA, will be notified of the identified shortage.

CHWD will also coordinate with the City of Citrus Heights and the counties of Placer and Sacramento, to declare a local emergency with respect to anticipated water supplies and demands in the event conditions necessitate.

6.7 Financial Consequences of WSCP

The District understands the potential for decreased revenues and increased costs during prolonged water shortage conditions and enforcement of excessive residential water use during a drought (compliance with Chapter 3.3, Division 1 of the CWC). The decreased revenues can be expected due to a reduction in water sales. 2020 volumetric sales were approximately 32 percent of total revenue.⁹ Assuming a reduction in sales commensurate with the particular WSCP stage declaration, a decrease in total revenues in the range of 3 – 17 percent may be expected.

Additional monitoring, public outreach, and enforcement is expected to increase total costs to the District in declaring a water shortage. These additional efforts are prioritized for current staff, and other normal work efforts and projects would be delayed or reassigned. If conditions warrant, the District will seek assistance through additional staffing for third-party service providers. These costs depend on the level of support and will be evaluated on a case-by-case basis.

The District maintains a Water Efficiency Reserve (Efficiency Reserve) for purposes including water efficiency projects, drought response, and water loss programs. When required, budget allocations to the Efficiency Reserve are provided annually. The target amount of \$200,000 is to be maintained for the Efficiency Reserve per the District's Budget Policy (§6280.00). In addition to the Efficiency Reserve, the District may enact a range of management and financial resources depending on the specific situation that include:

- Water Shortage Rate Structure enactment (Stage 3 and higher)
- Capital project deferment
- Operational and maintenance expense deferment
- Increased revenues from penalties

⁹CHWD 2020 Budget Performance Report

- Others as identified

6.8 Monitoring and Reporting

The District anticipates the ability to monitor customer use through real-time metering. Data collected from the real-time meters allows tracking of water demands during a declared shortage stage. The ability to track performance metrics allows refinement and enhancement of the WSCP by providing valuable data, including information on customer use and system loss. The real-time monitoring offers insight regarding the efficacy of a declared shortage stage and associated shortage response actions.

Reporting on the implementation of the WSCP is conducted by District staff. Specifically, at a regularly scheduled Board meeting, District staff will update the Board (and public) with information on the Water Efficiency Program, including information on the performance of the declared shortage stage.

The District will report on the implementation of this WSCP as specifically required by the State, as applicable.

6.9 Response Action Estimates

The following table presents the individual estimated demand savings of each response action. Actual savings will likely vary greatly based on external influences, shortage stage level, and general customer understanding of drought severity. It is assumed the savings estimates are not additive, but when implemented together as a program with all the actions in each respective stage, they will eliminate the supply to demand shortage gap.

Table 6-1: Shortage Response Action Measures Estimates

| Stage | Shortage Response Action | Potential Shortage Gap Reduction |
|-------|---|----------------------------------|
| 1 | Customer – Asked to reduce total water use by 10%. | up to 10% |
| 1+ | Customer – Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. | 0-1% |
| 1+ | Customer – Users of construction meters and fire hydrant meters will be monitored for efficient water use. | 0-2% |
| 1+ | District – Leak repairs receive higher priority. | 0-3% |
| 1+ | District – Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support. | 3-5% |
| 1+ | District – Increased monitoring of customer use. | 0-3% |
| 1+ | District – Accelerate infrastructure repairs and improvements. | 0-5% |
| 1+ | District – Increase groundwater pumping as available. | Up to full gap shortage |
| 2 | Customer –Reduce total water use by 20%. | up to 20% |

| Stage | Shortage Response Action | Potential Shortage Gap Reduction |
|-------|--|----------------------------------|
| 2 | Customer – Leaking pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem. | 0-1% |
| 2 | Customer – Requested to only irrigate three times per week. | 3-5% |
| 2+ | Customer – Application of potable water to outdoor landscape during and within 12 hours after measurable rainfall prohibited. | 0-2% |
| 2+ | District – Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors. | 5-7% |
| 2+ | District – Decrease system flushing frequency. | 1-3% |
| 3 | Customer – Reduce total water use by 30%. | up to 30% |
| 3+ | Customer – Leaking pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem. | 0-1% |
| 3+ | Customer – All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District’s system shall be used to fill or refill swimming pools, artificial lakes, ponds, or streams. Water use for ornamental ponds and fountains is prohibited. | 0-2% |
| 3 | Customer – Irrigation shall be limited to two days per week. Irrigation should be limited to minimal the amount of water necessary to keep plants and trees alive. | 5-20% |
| 3+ | Customer – Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited. | 1-4% |
| 3+ | Customer – Use of reclaimed water for construction purposes is encouraged. | 0-1% |
| 3+ | Customer – Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District. | 0-2% |
| 3+ | Customer – Installation of new turf, lawn, and/or landscape is prohibited. | 0-3% |
| 3+ | Customer – Restaurants shall serve water only upon request. | 0-1% |
| 3+ | District – Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors. | 10-15% |
| 3+ | District – No commitments will be made to provide service for new water service connections unless the DWR MWEL0 is followed and the plans have been approved by the appropriate building department(s). | 3-6% |
| 4 | Customer – Reduce total water use by 40% | Up to 40% |
| 4+ | Customer – Water for flow testing and construction purposes from fire hydrants and blow-offs is prohibited. | 0-1% |
| 4 | Customer – Irrigation is allowed only once per week. | 20-30% |
| 4+ | District – New connections to the District water distribution system will not be allowed. | 0-3% |
| 5 | Customer – Reduce total water use more than by 50%. | Up to 50% |
| 5+ | Customer – Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made. | 0-1% |

| Stage | Shortage Response Action | Potential Shortage Gap Reduction |
|-------|---|----------------------------------|
| 5+ | Customer – Landscape and pasture irrigation is prohibited. | 25-40% |
| 5+ | Customer – Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District. | 1-3% |
| 5+ | Customer – No potable water from the District’s system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting. | 0-2% |
| 5+ | Customer – Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water. | 0-1% |
| 6 | Customer – Health and safety use of water only. | up to 50% |
| 6 | District – Communicate mandatory reduction targets to customers. | 2-4% |
| 6 | District – Other actions as identified specific to the shortage condition. | varies |
| 6 | District – Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code. | varies |

6.10 WSCP Refinement Procedures

The District’s WSCP is an adaptive plan that allows for active refinement to particular shortage conditions. The general procedures for refinement are presented below.

1. For each shortage response action, compare expected results with actual shortage response and identify any shortfall or over-achievement.
2. Revise expected reduction for a specific shortage response action based on updated information.
3. Assess the aggregate expected reductions (from revised shortage response actions) for each shortage stage.
4. Revise stage declaration or modify stage shortage response actions to balance demands with supplies.

The procedures presented above will be relied upon during all shortage stage declarations, ensuring an adaptive WSCP, capable of being relied upon under various circumstances, is produced.

6.11 Plan Adoption, Submittal, and Availability

The WSCP (including subsequent updates) shall be adopted in accordance with the CWC and standard District procedures, including requirements for public participation (public hearing), and approval by the Board. Upon adoption, the WSCP will be submitted to DWR no later than 30 days after and made available for inspection at the District Office and website. Further, the WSCP will be provided to the City of Citrus Heights and the counties of Placer and Sacramento no later than 30 days after the submission to DWR.

6.12 Seismic Risk Assessment and Mitigation Plan

Sacramento and Placer Counties have completed a Local Hazard Mitigation Plan (LHMP) under the federal Disaster Mitigation Act of 2000 (Public Law 106-390). Per DWR requirements, a copy of the most recent adopted LHMP by each entity will be submitted to DWR. The documents can be accessed at:

Sacramento County - <https://waterresources.saccounty.net/stormready/Pages/Local-Hazard-Mitigation-Report.aspx>

Placer County - <https://www.placer.ca.gov/1381/Local-Hazard-Mitigation-Plan>

Sacramento County's LHMP 2016 Hazard Identification Assessment for the City of Citrus Heights characterizes the earthquake and liquefaction probability as "unlikely" (less than 1 percent chance of occurrence in the next year, or has a recurrence interval of greater than 100 years). Further, both earthquake and liquefaction significance is listed to be "low," meaning minimal potential impact within the City of Citrus Heights.

Sacramento County is currently in the process of updating the LHMP 2016. The update includes participation with other entities, including CHWD, Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and other special districts. The update is anticipated to be completed and finalized in 2021.

ATTACHMENT 2

CHWD Water Shortage Contingency Plan with errata

6 Water Shortage Contingency Plan

This Water Shortage Contingency Plan (WSCP) presents Citrus Heights Water District’s (CHWD) approach for identifying and mitigating various water shortage conditions, pursuant to California Water Code (CWC) section 10632. This WSCP is included in the District’s 2020 Urban Water Management Plan (UWMP), although the WSCP can be amended, as needed, without the requirement to amend the UWMP. It is noted that the CWC does not exclude the District from taking actions not specifically contained in its WSCP in response to supply shortage conditions.

This WSCP applies to any shortage condition identified or incurred by the District, including shortages identified by the annual assessment. Further, the WSCP shortage levels are also applicable to catastrophic interruption in supplies, including but not limited to, an earthquake, a regional power outage, and other emergency events.

6.1 Legal Authorities

The District has the legal authority to implement and enforce its WSCP. California Constitution Article X, Section 2 and CWC section 100 provide that water must be put to beneficial use, the waste or unreasonable use or unreasonable method of use of water shall be prevented, and the conservation of water is to be exercised with a view of the reasonable and beneficial use thereof in the interest of the people and the public welfare. Sections of CWC Chapter 3 commencing with Section 350 of Division 1, provide the authority for the governing body of a water agency to declare a water shortage and to adopt and enforce water conservation restrictions. (CWC §§ 350-359, 375-378.0.)

If necessary, the District shall declare a water shortage emergency in accordance with CWC Chapter 3 of Division 1. Once having declared a water shortage, the District is provided with broad powers to implement and enforce regulations and restrictions for managing a water shortage. For example, CWC section 375(b) grants the District with the authority to set prices to encourage water conservation.

Under California law, including CWC Chapters 3.3 and 3.5 of Division 1, Parts 2.55 and 2.6 of Division 6, Division 13, and Article X, section 2 of the California Constitution, the District is authorized to implement the water shortage actions outlined in this WSCP. In water shortage cases, shortage response actions to be implemented will be at the discretion of the District and will be based on an assessment of the supply shortage, customer response, and need for demand reductions as outlined in this WSCP.

CHWD is organized under the Irrigation District Law (CWC §§ 20500-29978) and is authorized to do any act necessary to furnish sufficient water in the district for any beneficial use (CWC § 22075), and is therefore granted the authority to enforce its rules and regulations. As a public entity, the District is authorized to “adopt and enforce a water conservation program to reduce the quantity of water used by those persons for the purpose of conserving the water supplies of the public entity” (CWC § 375). For the ordinance or resolution regarding the adoption of a conservation plan, the ordinance/resolution is made effective upon adoption (CWC § 376).

The aforementioned powers derived from CHWD’s organizing statutes are in addition to general powers granted to water distributors in CWC section 350-359. CWC section 350 authorizes the governing body of a distributor of a public water supply to declare a water shortage emergency whenever it finds and determines that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the distributor to the extent there would be insufficient water for human consumption, sanitation, and fire protection. Upon a finding of such an emergency condition, the distributor can adopt such regulations and restrictions on the delivery and consumption of water as will conserve the water supply for the greatest public benefit, with particular regard to domestic use, sanitation, and fire protection (CWC § 353). The regulations and restrictions remain in force and effect until the supply of water available for distribution within such area has been replenished or augmented, and restrictions may include the right to deny new service connections and discontinue service for willful violations (CWC § 355 and § 356).

The District will vote to adopt its UWMP and WSCP as stated in Resolutions No. 03-2021 and No. 04-2021, respectively. The two Resolutions authorize the implementation and enforcement of this WSCP, which is included in the 2020 UWMP.

It is noted that upon proclamation by the Governor of a state of emergency under the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code) based on drought conditions, the state will defer to implementation of locally adopted water shortage contingency plans to the extent practicable.

CHWD will also coordinate with the City of Citrus Heights, as well as the counties of Sacramento and Placer for the possible proclamation of a “local emergency” under California Government Code, California Emergency Services Act (Article 2, Section 8558).

6.2 Water Supply Reliability Analysis

CHWD’s water supply consists of surface water purchased from San Juan Water District (SJWD) and locally produced groundwater from its own wells. Both supply sources can be impacted by climate factors, catastrophic events, and regulatory measures. The District evaluates its overall water supply reliability through its Urban Water Management Plan, as well as through other regional and San Juan Water District planning efforts. The following summarizes the District’s current understanding of its supply reliability.

SJWD holds a pre-1914 appropriative water right of 26,400 acre-feet per year (AFY) and an appropriative water right of 6,600 AFY both from the American River. The senior water right status prompted the U.S. Department of the Interior, Bureau of Reclamation (USBR) to enter into an agreement with SJWD upon construction of Folsom Reservoir, setting the District’s maximum diversion under its water rights to 33,000 AFY at a rate of 75 cubic feet per second. SJWD also has the following contractual water entitlements: (1) a Central Valley Project (CVP) water supply contract for 24,200 AFY; and (2) a water supply contract with Placer County Water Agency (PCWA) for 25,000 AFY. SJWD has an existing Warren Act Contract with USBR to wheel non-CVP water supply through federal facilities, such as Folsom Reservoir and the intake facilities that connect to the District’s water treatment plant (WTP).

The District's groundwater supplies are projected to be available for pumping during drought periods. The groundwater supply, the North American Subbasin, is sustainably managed by all the region's pumpers in coordination with the region's groundwater sustainability agencies. The District does not currently project any groundwater shortages during a drought lasting up to five years. However, the ability to pump the groundwater may be limited by regulatory or legal requirements, including under the Sustainable Groundwater Management Act (SGMA). The District will address these restrictions as they materialize and modify its water shortage supply strategy as necessary.

The surface water supply purchased from SJWD is subject to reliability challenges during a drought. CHWD's current strategy to address supply shortages includes both demand reductions and increasing groundwater pumping depending on the declared shortage, as described below.

6.3 Annual Water Supply and Demand Assessment Procedures

The District conducts an annual analysis of supply and demand projections to help inform water resources management decisions for the coming year. The analysis incorporates numerous data sources used as evaluation criteria to project probable demands and supply availability for the coming year. Sources the District will consider include:

- Projected weather conditions
 - Precipitation versus historical on a monthly basis
- Projected Unconstrained Demand
 - Production versus historic on a monthly basis
 - New customer growth
 - Identify artificially supplied water features separate from swimming pools and parks
 - Water Use Objective tracking
- Projected Supply Availability
 - SJWD supply projections
 - Groundwater production capacity

The general procedure is listed below. The District may modify this process based on available data, significant events, process restrictions, or other external factors that may impact the process.

1. Compile existing weather data to characterize past 12 months' conditions. Considering recent conditions and available forecasts, identify the projected dry year scenario available supply from :
 - SJWD-provided supply availability
 - CHWD groundwater well current capacity
2. Estimate unconstrained District demands based on recent and representative customer use data. Development of unconstrained demand will incorporate recent use patterns (unit factors for each customer type) and anticipated customer growth.
3. Identify and incorporate any applicable constraints (infrastructure, regulatory, etc.) regarding receiving wholesaler supply or groundwater production.

4. Compare projected wholesaler supplies and available groundwater production facilities with anticipated District demands.
5. Develop, analyze, and propose water resource management strategies to address the projected demand to supply comparison, including reference to the water shortage stages identified in this WSCP.
6. Present to Board of Directors for approval of Annual Water Supply and Demand Assessment (and resulting Conservation Stage Declaration, if applicable).

The general proposed timeline is as follows:

- Begin assessment by District staff – March/April
- Present assessment to Board of Directors – June
- Submit to State per CWC §10632.1 – No later than July 1

6.4 Water Shortage Stages

The following subsections and tables present information on the District’s supply scenarios, including Normal Water Supply and the six standard water shortage stages. Results from the annual Water Supply and Demand Assessment are used to declare a respective shortage stage.

No provisions of this WSCP shall apply to fire hydrants, fire mains, fire sprinkler lines, or other equipment used solely for fire protection purposes. Nor shall any provisions apply to any hospital, health care or convalescent facility, or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are encouraged to conserve water to the extent possible. However, this WSCP does apply to the outdoor grounds, yards, and parking areas of these facilities.

6.4.1 Normal Water Supply

The District’s water supply and distribution system is able to meet all the water demands of its customers in the immediate future. Regulations for Normal Water Supply apply to all stages and include the following:

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer’s property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached to any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.

6. Washing streets, parking lots, driveways, sidewalks, or buildings, is prohibited except as necessary for health, esthetic, or sanitary purposes.
7. Customers are encouraged to take advantage of the District's water conservation programs and rebates.

Stage 1 – 10% Supply Shortage

Actions include regulations from Normal stage plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 10 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 10 Percent

- Reduce total water use by 10%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
- Users of construction meters and fire hydrant meters will be monitored for efficient water use.

District Actions

- Leak repair receives higher priority.
- Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
- Standard rates in effect.
- Increased monitoring of customer use.
- Accelerate infrastructure repairs and improvements.
- Increase groundwater pumping as available.

Stage 2 – 20% Supply Shortage

Actions include regulations from Stage 1 plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 20 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 20 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.
- Reduce total water use by 20%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Requested to only irrigate three times per week.
- Application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall is prohibited.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Decrease system flushing frequency.
- Increase groundwater pumping as available.

Stage 3 – 30% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 30 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 30 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
- Special Water Feature Distinction - All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds, or streams. Water use for ornamental ponds and fountains is prohibited.
- Reduce total water use by 30%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays, or Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
- Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
- Use of reclaimed water for construction purposes is encouraged.
- Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
- Installation of new turf, lawn, and/or landscaping is prohibited.
- Restaurants shall serve water only upon request.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 4 supply shortage condition.
- No commitments will be made to provide service for new water service connections unless the Department of Water Resources Model Water Efficient Landscape Ordinance, found at: <http://www.water.ca.gov/wateruseefficiency/docs/MWEL09-10-09.pdf>, is followed and the plans have been approved by the county or city building department which has jurisdiction over the property location. Any authorized landscape for new connections is subject to all restrictions set forth in Stage 3.

Stage 4 – 40% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 40 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 40 Percent

- Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.
- Reduce total water use by 40%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Irrigation is allowed only once per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays; even addresses shall limit watering to Thursdays.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 5 supply shortage condition.
- New connections to the District's water distribution system will not be allowed.

Stage 5 – 50% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 50 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 50 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
- Reduce total water use by more than 50%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Landscape and pasture irrigation is prohibited.
- Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
- No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.
- Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 6 supply shortage condition.

Stage 6 – Over 50% Supply Shortage

Actions include regulations from preceding stages plus those listed below. Actions will be identified to address each specific shortage situation to eliminate the gap between supplies and demands.

Customers - Actions to Reduce Demand greater than 50 Percent

- Health and safety use of water only.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Other actions as identified specific to the shortage condition.
- Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.

6.5 Enforcement and Variances

Enforcement measures for all stages, including Normal Water Supply, are presented below.

- A. Upon initial observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, the violator shall be informed of the District's current Water Conservation Stage Regulations, shall be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations, including potential penalties as set forth in the District's miscellaneous charges and fees.
- B. Upon a second observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A penalty will be applied to the customer's account for noncompliance with the Mandatory Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- C. Upon a third observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Water Conservation Stage Regulations may present an undue hardship may request a variance from the District. Variance requests shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Water Conservation Stage Regulations. A variance request will be approved or denied in writing by the District's General Manager or the Board of Directors.

F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Water Conservation Stage Regulations.

6.6 Communication Protocols

Communication protocols for the WSCP include public outreach and notification to entities within the District upon a change in stage declaration. Information shall include the appropriate shortage response actions for the declared stage. Such communication will be delivered by direct mail, District website, and media outlets. Other regional agencies, including SJWD and RWA, will be notified of the identified shortage.

CHWD will also coordinate with the City of Citrus Heights and the counties of Placer and Sacramento, to declare a local emergency with respect to anticipated water supplies and demands in the event conditions necessitate.

6.7 Financial Consequences of WSCP

The District understands the potential for decreased revenues and increased costs during prolonged water shortage conditions and enforcement of excessive residential water use during a drought (compliance with Chapter 3.3, Division 1 of the CWC). The decreased revenues can be expected due to a reduction in water sales. 2020 volumetric sales were approximately 32 percent of total revenue.⁹ Assuming a reduction in sales commensurate with the particular WSCP stage declaration, a decrease in total revenues in the range of 3 – 17 percent may be expected.

Additional monitoring, public outreach, and enforcement is expected to increase total costs to the District in declaring a water shortage. These additional efforts are prioritized for current staff, and other normal work efforts and projects would be delayed or reassigned. If conditions warrant, the District will seek assistance through additional staffing for third-party service providers. These costs depend on the level of support and will be evaluated on a case-by-case basis.

The District maintains a Water Efficiency Reserve (Efficiency Reserve) for purposes including water efficiency projects, drought response, and water loss programs. When required, budget allocations to the Efficiency Reserve are provided annually. The target amount of \$200,000 is to be maintained for the Efficiency Reserve per the District's Budget Policy (§6280.00). In addition to the Efficiency Reserve, the District may enact a range of management and financial resources depending on the specific situation that include:

- Water Shortage Rate Structure enactment (Stage 3 and higher)
- Capital project deferment
- Operational and maintenance expense deferment
- Increased revenues from penalties

⁹CHWD 2020 Budget Performance Report

- Others as identified

6.8 Monitoring and Reporting

The District anticipates the ability to monitor customer use through real-time metering. Data collected from the real-time meters allows tracking of water demands during a declared shortage stage. The ability to track performance metrics allows refinement and enhancement of the WSCP by providing valuable data, including information on customer use and system loss. The real-time monitoring offers insight regarding the efficacy of a declared shortage stage and associated shortage response actions.

Reporting on the implementation of the WSCP is conducted by District staff. Specifically, at a regularly scheduled Board meeting, District staff will update the Board (and public) with information on the Water Efficiency Program, including information on the performance of the declared shortage stage.

The District will report on the implementation of this WSCP as specifically required by the State, as applicable.

6.9 Response Action Estimates

The following table presents the individual estimated demand savings of each response action. Actual savings will likely vary greatly based on external influences, shortage stage level, and general customer understanding of drought severity. It is assumed the savings estimates are not additive, but when implemented together as a program with all the actions in each respective stage, they will eliminate the supply to demand shortage gap.

Table 6-1: Shortage Response Action Measures Estimates

| Stage | Shortage Response Action | Potential Shortage Gap Reduction |
|-------|---|----------------------------------|
| 1 | Customer – Asked to reduce total water use by 10%. | up to 10% |
| 1+ | Customer – Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. | 0-1% |
| 1+ | Customer – Users of construction meters and fire hydrant meters will be monitored for efficient water use. | 0-2% |
| 1+ | District – Leak repairs receive higher priority. | 0-3% |
| 1+ | District – Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support. | 3-5% |
| 1+ | District – Increased monitoring of customer use. | 0-3% |
| 1+ | District – Accelerate infrastructure repairs and improvements. | 0-5% |
| 1+ | District – Increase groundwater pumping as available. | Up to full gap shortage |
| 2 | Customer –Reduce total water use by 20%. | up to 20% |

| Stage | Shortage Response Action | Potential Shortage Gap Reduction |
|-------|--|----------------------------------|
| 2 | Customer – Leaking pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem. | 0-1% |
| 2 | Customer – Requested to only irrigate three times per week. | 3-5% |
| 2+ | Customer – Application of potable water to outdoor landscape during and within 12 hours after measurable rainfall prohibited. | 0-2% |
| 2+ | District – Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors. | 5-7% |
| 2+ | District – Decrease system flushing frequency. | 1-3% |
| 3 | Customer – Reduce total water use by 30%. | up to 30% |
| 3+ | Customer – Leaking pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem. | 0-1% |
| 3+ | Customer – All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District’s system shall be used to fill or refill swimming pools, artificial lakes, ponds, or streams. Water use for ornamental ponds and fountains is prohibited. | 0-2% |
| 3 | Customer – Irrigation shall be limited to two days per week. Irrigation should be limited to minimal the amount of water necessary to keep plants and trees alive. | 5-20% |
| 3+ | Customer – Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited. | 1-4% |
| 3+ | Customer – Use of reclaimed water for construction purposes is encouraged. | 0-1% |
| 3+ | Customer – Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District. | 0-2% |
| 3+ | Customer – Installation of new turf, lawn, and/or landscape is prohibited. | 0-3% |
| 3+ | Customer – Restaurants shall serve water only upon request. | 0-1% |
| 3+ | District – Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors. | 10-15% |
| 3+ | District – No commitments will be made to provide service for new water service connections unless the DWR MWEL0 is followed and the plans have been approved by the appropriate building department(s). | 3-6% |
| 4 | Customer – Reduce total water use by 40% | Up to 40% |
| 4+ | Customer – Water for flow testing and construction purposes from fire hydrants and blow-offs is prohibited. | 0-1% |
| 4 | Customer – Irrigation is allowed only once per week. | 20-30% |
| 4+ | District – New connections to the District water distribution system will not be allowed. | 0-3% |
| 5 | Customer – Reduce total water use more than by 50%. | Up to 50% |
| 5+ | Customer – Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made. | 0-1% |

| Stage | Shortage Response Action | Potential Shortage Gap Reduction |
|-------|---|----------------------------------|
| 5+ | Customer – Landscape and pasture irrigation is prohibited. | 25-40% |
| 5+ | Customer – Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District. | 1-3% |
| 5+ | Customer – No potable water from the District’s system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting. | 0-2% |
| 5+ | Customer – Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water. | 0-1% |
| 6 | Customer – Health and safety use of water only. | up to 50% |
| 6 | District – Communicate mandatory reduction targets to customers. | 2-4% |
| 6 | District – Other actions as identified specific to the shortage condition. | varies |
| 6 | District – Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code. | varies |

6.10 WSCP Refinement Procedures

The District’s WSCP is an adaptive plan that allows for active refinement to particular shortage conditions. The general procedures for refinement are presented below.

1. For each shortage response action, compare expected results with actual shortage response and identify any shortfall or over-achievement.
2. Revise expected reduction for a specific shortage response action based on updated information.
3. Assess the aggregate expected reductions (from revised shortage response actions) for each shortage stage.
4. Revise stage declaration or modify stage shortage response actions to balance demands with supplies.

The procedures presented above will be relied upon during all shortage stage declarations, ensuring an adaptive WSCP, capable of being relied upon under various circumstances, is produced.

6.11 Plan Adoption, Submittal, and Availability

The WSCP (including subsequent updates) shall be adopted in accordance with the CWC and standard District procedures, including requirements for public participation (public hearing), and approval by the Board. Upon adoption, the WSCP will be submitted to DWR no later than 30 days after and made available for inspection at the District Office and website. Further, the WSCP will be provided to the City of Citrus Heights and the counties of Placer and Sacramento no later than 30 days after the submission to DWR.

6.12 Seismic Risk Assessment and Mitigation Plan

Sacramento and Placer Counties have completed a Local Hazard Mitigation Plan (LHMP) under the federal Disaster Mitigation Act of 2000 (Public Law 106-390). Per DWR requirements, a copy of the most recent adopted LHMP by each entity will be submitted to DWR. The documents can be accessed at:

Sacramento County - <https://waterresources.saccounty.net/stormready/Pages/Local-Hazard-Mitigation-Report.aspx>

Placer County - <https://www.placer.ca.gov/1381/Local-Hazard-Mitigation-Plan>

Sacramento County's LHMP 2016 Hazard Identification Assessment for the City of Citrus Heights characterizes the earthquake and liquefaction probability as "unlikely" (less than 1 percent chance of occurrence in the next year, or has a recurrence interval of greater than 100 years). Further, both earthquake and liquefaction significance is listed to be "low," meaning minimal potential impact within the City of Citrus Heights.

Sacramento County is currently in the process of updating the LHMP 2016. The update includes participation with other entities, including CHWD, Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and other special districts. The update is anticipated to be completed and finalized in 2021.

ATTACHMENT 3

**CHWD Water Conservation Program
with errata redlined**

WATER CONSERVATION PROGRAM - MANDATORY WATER CONSERVATION STAGE REGULATIONS:

NORMAL WATER SUPPLY

The District's water supply and distribution system is able to meet all the water demands of its customers in the immediate future. Regulations for Normal Water Supply are applicable at all times and to all stages and include the following:

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, is prohibited except as necessary for health, esthetic, or sanitary purposes.
7. Customers are encouraged to take advantage of the District's water conservation programs and rebates.

STAGE 1: 10% SUPPLY SHORTAGE

Actions include all regulations from Normal Water Supply Stage plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 10 percent gap between supplies and demands.

1. Reduce total water use by 10%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
2. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
3. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE 2: 20% SUPPLY SHORTAGE

Actions include regulations from Stage 1 plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 20 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.
2. Reduce total water use by 20%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Requested to only irrigate three times per week.
4. Application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall is prohibited.

STAGE 3: 30% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 30 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
2. Special Water Feature Distinction - All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
3. Reduce total water use by 30%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
4. Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
5. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
6. Use of reclaimed water for construction purposes is encouraged.
7. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
8. Installation of new turf, lawn, and/or landscaping is prohibited.
9. Restaurants shall serve water only upon request.

STAGE 4: 40% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 40 percent gap between supplies and demands.

1. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.

2. Reduce total water use by 40%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Irrigation is allowed only once per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays; even addresses shall limit watering to Thursdays.

STAGE 5: 50% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 50 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
2. Reduce total water use by more than 50%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Landscape and pasture irrigation is prohibited.
4. Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
5. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.
6. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

STAGE 6: OVER 50% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. Actions will be identified to address each specific shortage situation to eliminate the gap between supplies and demands.

1. A severely low water supply exists. Water to be used for purposes of interior residential, sanitation, and fire protection.

WATER CONSERVATION PROGRAM - ENFORCEMENT MEASURES:

Enforcement measure for all stages, including Normal Water Supply, are presented below.

- A. Upon initial observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, the violator shall be informed of the District's current Water Conservation Stage Regulations, shall be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations, including potential penalties as set forth in the District's miscellaneous charges and fees.
- B. Upon a second observation by District personnel or authorized designee of a violation of

any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A ~~\$50.00~~ penalty will be applied to the customer's account for noncompliance of the Mandatory Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.

- C. Upon a third observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A ~~\$100.00~~ penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A ~~\$250.00~~ penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Water Conservation Stage Regulations may present an undue hardship may request a variance from the District. Variance request shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Water Conservation Stage Regulations. A variance request will be approved or denied in writing by the District's General Manger or the Board of Directors.
- F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Water Conservation Stage Regulations.

ATTACHMENT 4

CHWD Water Conservation Program with errata

WATER CONSERVATION PROGRAM - MANDATORY WATER CONSERVATION STAGE REGULATIONS:

NORMAL WATER SUPPLY

The District's water supply and distribution system is able to meet all the water demands of its customers in the immediate future. Regulations for Normal Water Supply are applicable at all times and to all stages and include the following:

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, is prohibited except as necessary for health, esthetic, or sanitary purposes.
7. Customers are encouraged to take advantage of the District's water conservation programs and rebates.

STAGE 1: 10% SUPPLY SHORTAGE

Actions include all regulations from Normal Water Supply Stage plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 10 percent gap between supplies and demands.

1. Reduce total water use by 10%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
2. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
3. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE 2: 20% SUPPLY SHORTAGE

Actions include regulations from Stage 1 plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 20 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.
2. Reduce total water use by 20%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Requested to only irrigate three times per week.
4. Application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall is prohibited.

STAGE 3: 30% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 30 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
2. Special Water Feature Distinction - All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
3. Reduce total water use by 30%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
4. Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
5. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
6. Use of reclaimed water for construction purposes is encouraged.
7. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
8. Installation of new turf, lawn, and/or landscaping is prohibited.
9. Restaurants shall serve water only upon request.

STAGE 4: 40% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 40 percent gap between supplies and demands.

1. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.

2. Reduce total water use by 40%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Irrigation is allowed only once per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays; even addresses shall limit watering to Thursdays.

STAGE 5: 50% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 50 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
2. Reduce total water use by more than 50%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Landscape and pasture irrigation is prohibited.
4. Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
5. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.
6. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

STAGE 6: OVER 50% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. Actions will be identified to address each specific shortage situation to eliminate the gap between supplies and demands.

1. A severely low water supply exists. Water to be used for purposes of interior residential, sanitation, and fire protection.

WATER CONSERVATION PROGRAM - ENFORCEMENT MEASURES:

Enforcement measure for all stages, including Normal Water Supply, are presented below.

- A. Upon initial observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, the violator shall be informed of the District's current Water Conservation Stage Regulations, shall be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations, including potential penalties as set forth in the District's miscellaneous charges and fees.
- B. Upon a second observation by District personnel or authorized designee of a violation of

any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A penalty will be applied to the customer's account for noncompliance of the Mandatory Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.

- C. Upon a third observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations, pursuant to the District's miscellaneous charges and fees. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Water Conservation Stage Regulations may present an undue hardship may request a variance from the District. Variance request shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Water Conservation Stage Regulations. A variance request will be approved or denied in writing by the District's General Manager or the Board of Directors.
- F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Water Conservation Stage Regulations.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

| | |
|-------------|---|
| SUBJECT | : ELECTRONIC DOCUMENT RECORDS MANAGEMENT SYSTEM (EDRMS) PROJECT UPDATE |
| STATUS | : Information/Discussion Item |
| REPORT DATE | : October 10, 2022 |
| PREPARED BY | : Bryan Abaya, Principal IT Analyst |

Information Technology staff will present an update on the Document Management System development and next steps.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 19, 2022 REGULAR MEETING

SUBJECT: 2023 MISCELLANEOUS FEES AND CHARGES AND CAPACITY FEES
STATUS: Discussion Item
REPORT DATE: October 11, 2022
PREPARED BY: Alberto Preciado, Interim Director of Finance and Administrative Services

OBJECTIVE:

Review and discuss the proposed Miscellaneous Fees and Charges and Capacity Fees for 2023.

BACKGROUND AND ANALYSIS:

Board review of the proposed updated Miscellaneous Fees and Charges, and Capacity Fees is considered each year as part of the budget process. This report presents the proposed Miscellaneous Fees and Charges and Capacity Fees for 2023.

2023 Schedule of Miscellaneous Fees, Charges and Capacity Fees

A schedule comparing current 2022 adopted Miscellaneous Fees and Charges and Capacity Fees with the proposed 2023 Miscellaneous Fees and Charges and Capacity Fees accompanies this staff report.

Significant elements of the 2023 fee schedule are as follows:

- Adjustments to Other Charges and Fees are based on an analysis of staff time, equipment, materials, and other costs involved in providing the specified services.
- Capacity Fees and Construction Water Charges are proposed to an adjustment of 8.0% per the Engineering News-Record (ENR) cost index average from January to August 2022 as compared to the prior year.

Next Steps:

The draft 2023 Miscellaneous Fees and Charges and Capacity Fees schedule is proposed to be included as part of the Public Hearing agenda for Board consideration at the December 12, 2022 Special Board meeting concerning the adoption of the 2023 budget, rate and fee schedules.

RECOMMENDATION:

Provide direction to staff concerning the draft Miscellaneous Fees, Charges and Capacity Fees for 2023.

ATTACHMENT:

2023 Proposed Miscellaneous Fees, Charges and Capacity Fees

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2023
Proposed -- October 19, 2022

| Type of Charge | Applied Basis or Frequency | 2022 | 2023 |
|--|------------------------------------|----------------|-----------------|
| | | Adopted | Proposed |
| Construction Water Charges | | | |
| Construction Water Charges | minimum charge | \$273.83 | \$295.73 |
| Schedule A - Projects | per lot | \$188.29 | \$203.35 |
| Schedule B - Trenches, Excavations & Grading | per 100 cubic yards | \$50.83 | \$54.90 |
| Schedule C - Tank Trucks | per 1,000 gallons | \$8.42 | \$9.09 |
| Schedule D - Metered Use | per unit, for all units bi-monthly | \$3.6391 | \$3.93 |
| Schedule E - Non-Profit | per day | \$57.18 | \$61.76 |
| Construction Meter Deposit | per meter | \$2,006.00 | \$2,166.48 |
| Water Service Installation Charges | | | |
| ¾-inch & larger services w/meter | per service | Actual Cost | Actual Cost |
| Meter set charge: | | | |
| ⅝ inch x ¾ inch | per meter | \$577.00 | \$606.00 |
| ¾ inch | per meter | \$627.00 | \$656.00 |
| 1 inch | per meter | \$646.00 | \$675.00 |
| 1½ inch | per meter | \$960.00 | \$989.00 |
| 2 inch | per meter | \$1,286.00 | \$1,316.00 |
| >2 inch | actual cost | | |
| Backflow prevention assembly installation charge | | | |
| ¾ inch & larger | each | Actual Cost | Actual Cost |
| Capacity Fees | | | |
| ⅝ inch | per service | \$2,983.80 | \$3,222.51 |
| ¾ inch | per service | \$4,475.70 | \$4,833.76 |
| 1 inch | per service | \$7,459.51 | \$8,056.27 |
| 1½ inch | per service | \$14,919.01 | \$16,112.53 |
| 2 inch | per service | \$23,870.42 | \$25,780.06 |
| 3 inch | per service | \$52,216.55 | \$56,393.87 |
| 4 inch | per service | \$93,989.78 | \$101,508.97 |
| 6 inch | per service | \$193,947.18 | \$209,462.95 |
| 8 inch | per service | \$417,732.38 | \$451,150.98 |
| 10 inch | per service | \$626,598.58 | \$676,726.46 |
| 12 inch | per service | \$784,539.73 | \$847,302.90 |

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2023
Proposed -- October 19, 2022

| Type of Charge | Applied Basis or Frequency | 2022 | 2023 |
|--|------------------------------------|----------------|-----------------|
| | | Adopted | Proposed |
| Other Charges and Fees | | | |
| Agenda-By-Mail Charge (e-mail delivery free) | per packet | \$28.00 | \$28.00 |
| Standby Service Charge | per hour, 1 hour minimum | \$127.00 | \$129.00 |
| Returned Payment Fee | per check | \$33.00 | \$33.00 |
| Late Payment Penalty | 5% of overdue account balance | 5.00% | 5.00% |
| Missed Appointment/No-Show Fee | per occurrence | \$49.00 | \$49.00 |
| Reconnect Service Charge (Non Business Hours) | per occurrence | \$126.00 | \$126.00 |
| Meter Re-Read / Maintenance Charge | per occurrence | \$49.00 | \$49.00 |
| Customer Account Deposit | per account | \$212.00 | \$214.00 |
| Copy Charge | per page | \$0.14 | \$0.14 |
| Recording of Lien | per occurrence | \$80.00 | \$83.00 |
| Release of Lien | per occurrence | \$93.00 | \$96.00 |
| Tamper Charge | per occurrence | \$120.00 | \$120.00 |
| Water Conservation Violation Charge (1) | first occurrence | \$50.00 | \$50.00 |
| Water Conservation Violation Charge (2) | second occurrence | \$75.00 | \$100.00 |
| Water Conservation Violation Charge (3) | third occurrence | \$100.00 | \$250.00 |
| Inclusion / Annexation Fee | per gross acre, ½ acre or greater | \$1,726.00 | \$1,780.00 |
| | minimum to ½ acre | \$813.00 | \$890.00 |
| Plan Check Charges | minimum charge + per connection | \$1,285.00 | \$1,370.00 |
| | per connection | \$31.31 | \$42.02 |
| Easement/Quitclaim | per easement/quitclaim | \$813.00 | \$849.00 |
| Inspection Charges | | | |
| Minimum | min. + per connect. + per main tie | \$1,343.00 | \$1,435.00 |
| Plus per connection | per connection | \$220.00 | \$220.00 |
| Plus per main tie-in | per main tie-in | \$1,280.00 | \$1,439.00 |
| AC pipe disposal charge | per foot, 4 feet minimum (\$200 or | \$60.00 | \$64.00 |
| Hydrostatic pressure test | each | \$349.00 | \$393.00 |
| Chlorination & Flushing | per project | \$465.00 | \$523.00 |
| Weekend/After Hours | per hour (4 hr. minimum) | \$159.00 | \$175.00 |
| Holiday | per hour (4 hr. minimum) | \$201.00 | \$220.00 |
| Backflow Prevention Assembly Testing Charge | per assembly bimonthly | \$13.00 | \$15.00 |
| Backflow Prevention Assembly Re-testing Charge | per test | \$85.00 | \$94.00 |
| Backflow Prevention Assembly Testing Charge | | | |
| for New Development | per assembly | \$93.00 | \$106.00 |
| Bacteriological water test sampling | minimum | \$1,176.00 | \$1,300.00 |
| Additional Bacteriological water sample | additional samples after minimum | \$66.00 | \$69.00 |
| Fire Flow Certification Letter | per letter | \$28.00 | \$27.00 |
| Fire Flow Modeling | per modeling | \$341.00 | \$339.00 |
| Fire Flow Modeling & Certification Letter | per modeling plus letter | \$369.00 | \$366.00 |